



SOUTHWEST PUBLIC SCHOOLS

*Student Handbook*

*2009 - 2010*

## PHILOSOPHY

It is the philosophy of the Southwest Public Schools that education is the cornerstone of a free society, and as such, it is incumbent upon the citizenry to provide the human and physical resources to provide opportunities and experiences to students whereby each may realize his/her individual potential. Every student is welcomed regardless of race, creed, color, or national origin with equal opportunity for educational experiences within the school curricular and co-curricular programs.

**MISSION STATEMENT:** "United We Educate

**INTRODUCTION:** This handbook is designed to acquaint students and parents with the general requirements and regulations for our school. It will be of value to all students by enabling them to better plan their schedules and activities. This handbook will serve as a general guide and will not attempt to cover every detail needed as circumstances arise.

## RIGHT TO NOTICE

It shall be the duty of the Superintendent or his/her designee to provide clear notice to each student and his/her parent or guardian of all rules and standards concerning student conduct that have been established or which will be established and promulgated by the Board of Education. Such rules or standards which form the basis for discipline shall be distributed to each student and his/her parent or guardian at the beginning of each school year. The Superintendent or his/her designee shall also be responsible for posting in a conspicuous place within each school building during the school year such rules or standards. In the event there are changes in the rules and standards, such changes shall not take effect until the Superintendent or his/her designee has made a reasonable effort to distribute the text of such changes to each student and his/her parent or guardian.

## NOTICE OF NONDISCRIMINATION

The Southwest Public School does not discriminate on the basis of race, color, national origin, sex, disability, marital status, or age in admission or access to, or treatment of employment in, its programs or activities. It is the intent of the Southwest Public School to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures have been established for anyone who feels Southwest Public School has showed discrimination. Inquiries regarding grievance procedures or the application of these policies of nondiscrimination can be obtained by contacting Dave Hendricks, P.O. Box 187, Bartley, NE 69020-0187, Telephone Number (308) 692-3223.

## ACTIVITY ACCOUNTS

All monies from school organizations must be turned into the business office to be credited to the proper account.

## ACTIVITY MAKE-UP SLIPS

When it is necessary for a Middle School student to be absent from school to participate in a school activity, the sponsor of the activity will provide the student a make-up slip. The student will complete the work for each class he/she will miss, and the teacher will then sign the make-up slip. The student will give the completed make-up slip to the sponsor in advance of traveling and participating with the activity group. Students attending a school activity in which they are not participating must have parental permission and a completed make-up slip returned to the principal's office prior to being absent from school. Students that leave class or school without a completed sign-out sheet will be considered truant.

## ATTENDANCE

Many class activities are impossible to duplicate. Therefore, students enrolled in school are expected to be in attendance each day unless illness or prior arrangements have been made with the main office and individual teachers. **When absences occur for any reason, parents are asked to call the school prior to 8:30 a.m. to report your child's absence. Assignments for students who are absent will be collected from teachers for that day if requested by noon. They will be available in the office by 3:00 P.M.** Students who leave, or who arrive late, during the school day must sign out or in at the office before leaving or upon arrival to school. A maximum of ten (10) days of absences or ten (10) absences per class per semester is allowed without affecting a student's credit for each class enrolled. Classroom teachers record attendance every period. Any student absent for more than 15 minutes will be considered absent for the period. Students will be allowed three (3) tardies per semester. Additional tardies will constitute detention time by student.

## ATTENDANCE (Continued)

### Attendance Terms:

- **Excused absence** is defined as an absence that has been requested by a parent or guardian, and approved by the principal. Examples of an excused absence would be bona fide illness, doctor appointments, and funerals, etc. Members of the senior class are allowed two college visit days which are considered excused absences. **Excused absences do count toward the ten (10) days or ten (10) classes absent.**
- **Unexcused absence** is defined as an absence that has not been requested by a parent or guardian, and approved by the principal. A grade of zero will be given for all class assignments during the time the student was absent.
- **School sponsored activities** such as field trips, extracurricular activities, or athletic trips, etc., do not count towards the ten (10) days or ten (10) classes absent.
- **Zero-Credit Status** is defined as a student who has been absent from a class eleven (11) or more times during the semester, and who will receive no credit for such a class unless he/she goes through the appeal procedures.

### Reasons for Appeals on Loss of Credit Due to Absenteeism

If a parent and/or student feel that justifiable or extraordinary circumstances have contributed to the student exceeding the ten (10) absence limit, the parent and/or student may appeal. This appeal may be made if one or more of the following conditions have been met: 1) the student's class work has been satisfactorily completed; 2) the student's attendance, subsequent to exceeding the ten (10) absences, has been satisfactory; 3) any absences for medical reasons have been verified by appropriate doctor's statement(s) and/or other credible documentation has been filed with the principal.

### Appeal Procedures for Credit

- Parents/guardians will be given written notice that the student has exceeded the ten (10) days/classes absent along with a Student Appeal for Credit form.
- Approximately ten (10) calendar days prior to the end of the semester, a list of absences will be given to the student along with a Student Appeal for Credit form with "Procedures/Deadline" notice.
- The Student Appeal for Credit form shall be returned to the principal within five (5) days.
- The recommendation by the principal and teacher to grant credit or not approve credit will be given in writing to the student. If credit is not granted, the student and/or parent may appeal to the superintendent.
- A hearing may be requested by the student or parent to the superintendent. The hearing may be granted or denied by the superintendent. If the hearing is granted by the superintendent, a hearing examiner will conduct a hearing. The superintendent will act on the hearing examiner's recommendation. The action taken by the superintendent is final.

### Make Up Work

Students are allowed two days to make up a one-day absence, and three days to make up a two-day absence, etc. Work assigned prior to absence is due on specified date or upon return to school. This does not preclude the teacher and student from making arrangements, which would permit, make up work beyond this limit. **It is the responsibilities of the student to make arrangements for make up work to be completed in those classes missed.** If a student knows he/she will be absent from school, he/she should make up the class work before missing school. All make-up work must be completed and turned in prior to final semester tests. **Students will not participate or practice in extracurricular and co-curricular activities or performances if they are not in school during the last four periods of the day without prior administrative approval.**

## BACKPACKS/BOOK BAGS

Students will be allowed to use backpacks/book bags to carry books and other school material at school, however students are requested to keep materials to a reasonable limit and use the school issued lockers whenever possible. Faculty and administration may limit the use of backpacks/book bags.

## BAD WEATHER - SCHOOL CLOSING

School will be held and buses will run regularly every school day regardless of weather conditions unless announced on radio stations from McCook (KKYT, KICX), and Lexington (KRVN), or KOLN-KGIN TV and NTV or on the Southwest Public School's hotlines 692-9800.

## BAND INSTRUMENT RENTAL

Students using a school instrument will be assessed a fee of \$25.00 per year of use. This fee will be used for the maintenance and repair of school instruments and equipment.

## BILLS AND CHARGES

- \* All goods and books will be paid for before the goods are released to the student.
- \* Students are not allowed to make any purchases at a place of business and charge the merchandise to the school.
- \* Students will be charged for long-distance telephone calls.
- \* In no case will students be allowed to charge meals.

## BIRTH CERTIFICATES

State law requires all students sixteen years and younger who enroll in a Nebraska school for the first time to present a certified copy of their birth certificate. This certificate must have the raised state seal. Schools can no longer accept a hospital certificate or photocopies. To obtain a certified Nebraska birth certificate, write to: Bureau of Vital Statistics State Department of Health, P.O. Box 95007, Lincoln, NE 68509-5007.

## LUNCH PROGRAM

All students are encouraged to participate in the lunch program. Families meeting the requirements for Free or Reduced meals are asked to fill out the appropriate forms distributed in students packets at the beginning of the school year. Student/family lunch accounts are kept by the district and payments must be made before students are allowed to eat. In no case will students be allowed to charge meals.

## BUS INFORMATION

The Southwest Public Schools do run bus routes daily to pick up and deliver children of the district. This service is considered a privilege not a right and students who ride the bus must behave in a manner which will protect this privilege. Disciplinary policies and procedures have been specifically developed for student bus behavior.

## BUS BEHAVIOR CODE

Riding the school bus is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding on the bus.

1. Students must obey the bus driver promptly.
2. Students must arrive at the bus stop before the bus is scheduled to arrive. The bus driver will not wait for tardy students.
3. Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the bus stops.
4. Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
5. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
6. Students must remain seated and keep aisles and exits clear while the bus is moving.
7. Students are prohibited from throwing or passing objects on, from, or into buses.
8. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the bus.
9. Student may not eat or drink on the bus.
10. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the bus.
11. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the bus is in motion. Students must be absolutely quiet when the bus approaches a railroad crossing and any time the bus driver calls for quiet.
12. Students may not open bus windows without permission from the bus driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of bus windows.
13. Student must secure any item or items that could break or produce injury if tossed about the inside of the bus if the bus were involved in an accident.
14. Student must respect the rights and safety of others at all times.
15. Students must help keep the bus clean, sanitary and orderly. Students must remove all personal items and trash upon exiting the bus.
16. Students may not leave or board the bus at locations other than the assigned stops at home or school.
17. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

## Consequences

Bus drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include:

1. Note home to parents.
2. Suspension of bus riding privileges.
3. Exclusion from extracurricular activities.
4. In-school suspension.
5. Short term or long term suspension from school.
6. Expulsion

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

## BUS ROUTES DURING INCLEMENT WEATHER

During inclement weather, school vehicles will travel on storm routes (hard surface) only. Parents/guardians are expected to meet the school vehicle at a pre-arranged site (hard surface) during this time.

## BUS TRANSPORTATION TO AND FROM ACTIVITIES

Students are required to ride in school transportation when participating in any school-sponsored activity. Students may be granted permission to ride home from an activity with their parents, provided the parents have obtained from the sponsor and properly signed a student release form. Any exceptions to this policy shall have prior administrative approval.

## CHANGE OF SCHEDULE

Students who desire to drop or add a class may do so during the first week of each semester. Drop and add requests are to be obtained from the office of the counselor. Students must obtain the permission of the teacher of the class to be dropped and the class to be added, as well as the guidance counselor, parent, and the principal. Students, who drop a class after the first week of the semester, except under the circumstances described elsewhere in this policy, will receive a "0" on the permanent records; that grade will be averaged into that student's cumulative grade point average. The only deviation to this policy that will be allowed will be a situation that involves the extended illness of a student. The extended illness must have created a situation that makes it impossible for a student to successfully complete a class or classes. If these circumstances exist, a student may be allowed to withdraw from classes or a class as Withdraw Passing (WP) or Withdraw Failing (WF). If permission to withdraw as WP or WF is given, the class will not be averaged into the cumulative grade point average of the student. Before students are allowed to withdraw as WF or WP, the student and their parents, the guidance counselor, the principal, and the teacher(s) of the class or classes must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as passing or failing is given by the principal.

## CELL PHONES/RADIOS/GAMES

Headphones and/or radio/CD/ MP-3/I-Pod players, cellular telephones, pagers, walkie-talkies or Gameboy type games are prohibited during school time. Cell phones, radios, CD players, MP-3, I-Pod players, with earphones will be allowed on activity trips with sponsor's approval. Students will assume full responsibility for loss or theft of such equipment.

Cell phones are not to be used from 8:00 AM til 4:00 PM and should not be in the classroom at any time. Students found in violation of this rule will face the following consequences: 1<sup>st</sup> offense – phone will be kept over night by principal; 2<sup>nd</sup> offense – parent/guardian will be required to come to school and pick up the cell phone; 3<sup>rd</sup> offense- phone will be kept for 30 calendar days.

## CLOSED CAMPUS

Students will not leave the campus at any time during the school day except when a parent has contacted the Administrative offices and the Administration or their designee has given the student permission.

## CORRESPONDENCE COURSES

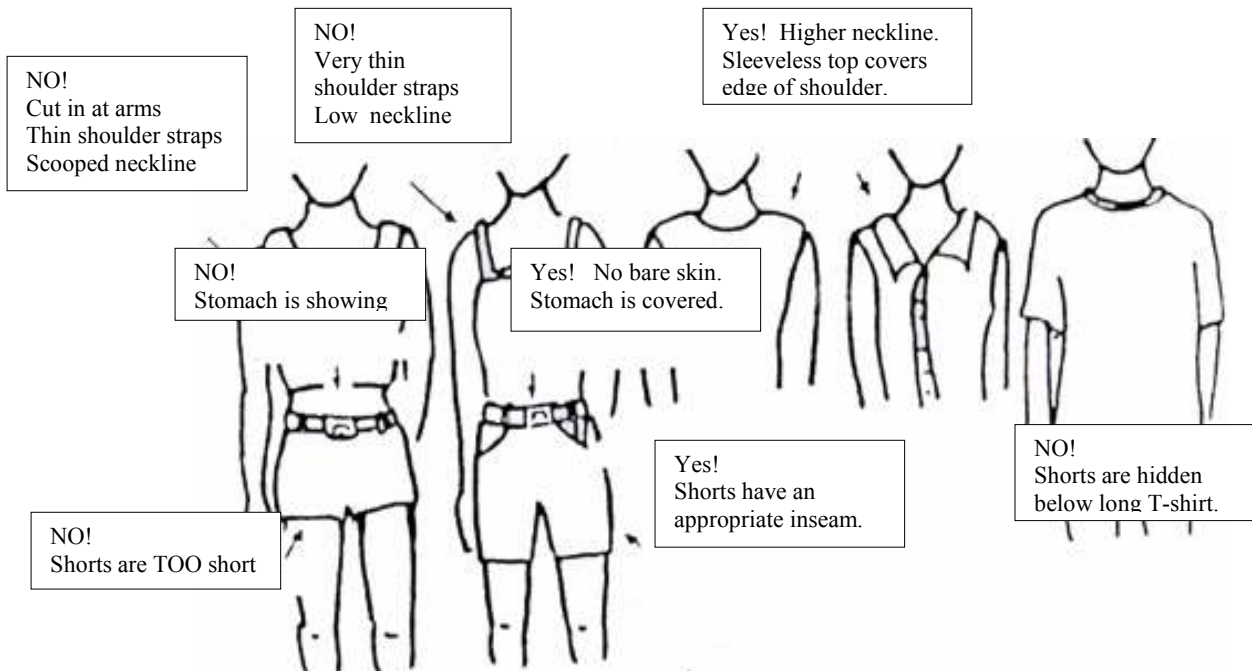
Students interested in taking correspondence courses/independent study courses for credit must have those courses approved by the administration prior to enrolling in the course. Students taking such courses shall prove that they are keeping current with their correspondence work and that they are currently passing the coursework to stay eligible for extra curricular activities.

## DRESS CODE

Students will use good taste and judgment regarding the type of clothing worn to school to create an atmosphere conducive to effective instruction and learning. The principal is given the authority and professional discretion in the administration of this policy. The following standards will apply to All students during regular school hours and at all school sponsored activities, home and away:

- Students are to wear shoes at all times.
- Clothing which contains printed wording, pictures, designs which advertise or promote tobacco, alcohol or drugs, or which carries any derogatory connotations, satanic symbols, hate messages, profanity, gang affiliations, and/or sexual innuendoes, is strictly prohibited. "Hooters", "Big Johnson", "Homies", "Rollin Hard", "Boner Active Wear", "Co Ed Naked", "Marlyn Manson" shirts are deemed unacceptable. This is not to be an all-inclusive list.
- No caps, hats, bandannas or sunglasses are to be worn in the building. These items are to be place in the student's locker and should not be carried around during the school day. Violations will result in those items being confiscated.
- Clothing with holes in inappropriate places are not allowed.
- Wallets with chains are not allowed.
- Clothing must properly cover the body. Tube tops and spaghetti strapped shirts are prohibited. T-tops and T-shirts must have a minimum of a three-inch wide strap covering the shoulder and be tight fitting under the arms. Crop tops must at least "touch" the waistline of jeans.

- Slacks/trousers/jeans/shorts are not to be worn "sag." These items must be worn at the natural waistline.
- Shorts may be worn. The following are considered acceptable shorts: Walking shorts, jean shorts (no cutoffs), split skirts, and culottes. Short length should be at least at fingertip length while standing. (Administrators discretion will be used.)
- All tattoos, brands, carvings, and all body piercing that are deemed unacceptable or disrupt the educational process by the administration and must be covered when on school property or when participating in or representing Southwest Public Schools during all activities sponsored by Southwest Public Schools.



#### ELIGIBILITY FOR EXTRA/CO-CURRICULAR ACTIVITIES (refer to Activity Handbook for additional detail)

- Academic Load. All students are required to be enrolled in five academic classes (25 hours/semester). Eligibility requires that the student must be passing in 20 hours in the previous semester.
- Age. A student grade seven or eight who reaches age 15 prior to August 1 of current year may participate on a senior high school team. Students must not be 19 years of age on or before August 1 of current year. Following enrollment in grade nine, the student is eligible for eight semesters.
- Date of Enrollment. Students must have enrolled by the 11th school day of the current semester.
- Other Competition. Once a season begins, a student shall compete only in contests in that sport, which are scheduled by his/her school.
- Inter-School Activities Participation. In order to participate in inter-school activities a student must be a full-time student. (Definition of a full-time student: They must be enrolled and in attendance the total hours of a regular school day.)
- Eligibility List. The purpose of the eligibility list will be to provide incentives to those students who are involved in activities yet deficient in their schoolwork. It is not to be approached from the standpoint of punishment but as encouragement to build good study habits and a greater appreciation for the importance of academics.

(1) Teachers will turn in students' names that are failing the semester in that teacher's class(es) to the guidance counselor by 8:10 a.m. on THURSDAY. (On weeks where there are no Thursday classes, the names will be turned in the last day of school for that week). Teachers MUST also include an ACADEMIC PROGRESS REPORT, which will notify parents of the students standing if they are below 74% average in the class. A grade list will not be made out the first two weeks of the first and second semester.

(2) The down list will be placed in the teacher's mailbox at the end of the school day on THURSDAY so that teachers/sponsors/coaches will be aware of the eligibility status of students for the upcoming week.

(3) Students on the list for two classes will not be eligible for participation in any extracurricular activities, performances, or represent the school in any activity (graded or non-graded) from SUNDAY to SUNDAY of the following week. Students experiencing difficulty are encouraged to meet with the teacher and/or guidance counselor.

(4) A student must have at least a 70% to be considered passing. Thus, a 69.9 is still ineligible.

(5) Considerations may be made by the guidance counselor and/or the principal in dealing with special circumstances.

(6) The student will be notified by the principal and/or guidance counselor of ineligibility. The principal and/or guidance counselor will also notify parents. An ineligible student will not travel or participate with the activity group of which he/she is a member; however, the students are expected to practice with their respective groups.

(7) Students that are not eligible to participate in a graded activity will be given an opportunity to make that grade up.

## ACTIVITIES AFFECTED BY THE WEEKLY INELIGIBILITY LIST

- All Extra Curricular and Co-Curricular Events
- All Dances (Homecoming, Prom, and Valentine Dances)
- All Junior High and Senior High Athletic Contests (Field and Motivational Trips included)
- Pep and Marching Band (Parades included)
- All Instrumental and Vocal Music Contest (Conference and NSAA sponsored contests)
- All Speech and Drama Contests and Performances
- All Inter-High Competitions
- Class Field Trips

## E-MAIL

There will be no student e-mail usage during school hours 8:00 a.m to 4:00 p.m.

## ENGLISH LANGUAGE LEARNERS

Southwest Public School strives to meet the needs of ALL learners. Students with a home language other than English will be tested for English Language Proficiency and instructed in reading, writing, speaking, and listening of the English language and content areas. A copy of the goals and procedures used by the district can be picked up at each of the school building offices. Additional questions may be directed to the administration. The program is governed by No Child Left Behind legislation, the Office of Civil Rights, and The Equal Opportunity Act.

## EXTRACURRICULAR EVENTS

Students may enroll in any extracurricular activity offered by the district in accordance with the regulations of the activity. When practice or events are conflicting, the student shall make a choice and inform activity directors at the time the conflict is known. When a choice is made, the student-earned grade or academic standing may not be affected. Any students violating rules of practice and procedures in the school may be removed from any or all of their extracurricular activities.

## FIRE DRILL/ TORNADO DRILL

Specific Fire and Tornado drill routes and procedures will be posted in each classroom and will be explained by staff at least once at the beginning of each semester.

## GRADING

The grading format will utilize the numerical format unless otherwise approved by the principal. Staff are to make sure that students understand grading criteria. Students serving in-school suspension will be required to make up all work and receive credit. The following is the standardized grading scale: A = 93 -100; B = 85 - 92; C = 78 - 84; D = 70 -77; F = 69 - Below; P=Pass and I = Incomplete. All incomplete work is due one week after the quarter or semester ends. Students will receive a zero for work not completed.

Grades are recorded on the report card and transcript as percentages. If it is necessary to convert a student's grade to a letter grade or point system, the following conversion chart is used.

LETTER GRADE	PERCENT GRADE	GRADE POINT
A+	98-100	4.0
A	93-97	4.0
B+	90-92	3.5
B	85-89	3.0
C+	82-84	2.5
C	78-81	2.0
D+	74-77	1.5
D	70-73	1.0
F (no credit)	69 or below	0.0

Kindergarten through 5th grade Physical Education, music, and art classes will be graded on the following scale:

- C= Commendable
- S= Satisfactory
- P= Progressing
- N= Needs Improvement.

## GRADUATION REQUIREMENTS

Southwest High School students shall be eligible for graduation from grade twelve upon successful completion of 250 semester credits. Students must complete eight full semesters to be eligible to participate in graduation activities and privileges as established by the Board of Education. Of the 250 credits, 220 are required as listed below:

### 9<sup>th</sup> Grade:

Geography	10 credits
English 9	10 credits
Algebra 1 or Applied Math	10 credits
Physical Science	10 credits
Health/P.E 9	20 credits

### 10<sup>th</sup> Grade:

World History	10 credits
English 10	10 credits
Math	10 credits
Biology	10 credits

### 11<sup>th</sup> Grade:

American History	10 credits
English 11	10 credits

### 12<sup>th</sup> Grade:

American Government	10 credits
English 12 or College English	10 credits

### 9<sup>th</sup>-12<sup>th</sup> Grade:

Vocational Education	30 credits
Math Electives	10 credits
General/College Prep Biology	10 credits
Science Electives	10 credits
Speech	10 credits
Fine Arts (Foreign Language Included)	20 credits
Physical Education Electives	10 credits

Exceptions to the provision may be made by the board upon the recommendations of the administration with justifiable reasons. Further eligibility is based upon the completion of the required program at a time designated by the superintendent and approved by the board, and the satisfactory clearing of the record as far as matters of disciplinary actions, payment of fees, etc., are concerned.

## HONOR ROLL

The honor roll is instituted for the purpose of recognizing and stimulating scholastic achievement. The honor rolls are made up at the end of each term. All classes, with the exception of student aide, shall be used in computing honor roll.

- Excellence Honor Roll. Students who have earned all "A's" in all classes (93% and above).
- Honor Roll. Students who have earned all "A's" and "B's" (85% and above).

## IMMUNIZATION LAWS

As of July 1, 1999, students are required to be immunized against Measles, Mumps, Rubella, Polio, Hepatitis B, Diphtheria, Pertussis, Tetanus, and Chicken Pox prior to enrollment; and any student not in compliance shall not be permitted to continue in school. Exemptions shall be granted for: 1) medical exceptions for health reasons substantiated by a signed statement from a physician; or 2) religious conflict substantiated by a signed, notarized affidavit from the student or the student's legal guardian, if the student is a minor. Students may be provisionally enrolled in a Nebraska school if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible. The law applies to all students enrolled in Nebraska schools. Students must have one MMR, three DPT, and three polio immunizations. These immunizations may be obtained at your family physician's office or at the Red Willow County Immunization Clinic. (Call 345-1790 for more information.)

## INSURANCE

Forms for group and dental insurance are available in each school office.

## LOCKERS

A locker will be assigned at the beginning of the year for storage of school and personal items during the school day. It should be noted, however, that even though the lockers are assigned to students, they remain the property of the Southwest Public School; and the school retains the continuing right of examination and search without notice.

Lockers are to be kept neat and clean inside and out. Students are not to display items which are obscene in nature, depict nudity, alcohol and tobacco products, nor any items which carry derogatory connotations, satanic symbols, hate messages, profanity, and/or sexual innuendoes. All students in grades 7-12 who are a member of an athletic team will

also be issued an athletic locker and a school issued lock for his/her athletic equipment. Students are expected to keep these lockers locked at all times. Students are asked not to keep valuables in your lockers since they may invite theft and the district will not assume any responsibility for lost or stolen items.

## **MEDICATION**

The policy of Southwest Public School is not to administer any medication without a written order from the doctor and parent. No unauthorized medication shall be administered by school personnel.

Procedure:

- The principal shall have in writing the permission of the parent and the directions of the doctor telling when the medication is to be taken and the amount.
- The medication shall be brought to school in its original container.
- The medication shall be stored and kept locked up in the school.
- A log will be kept as to when the medication was administered, by whom, and in what amount.

## **OPENING OF BUILDING**

The building will be open for the regular school day from 7:50 A.M. - 4:00 P.M, unless by special arrangements. School begins at 8:02 A.M. Monday through Friday. School dismisses at 3:40 P.M. Monday through Thursday and 2:40 P.M. on Fridays. Students are not allowed to remain within the building without faculty supervision. Students eating breakfast will be allowed early entry to the building. Any faculty member can require students to leave if supervision is lacking.

## **PARENT-TEACHER CONFERENCES**

Conferences are held once each semester. Notification of dates and times will be announced in the school newsletter and on the school's website.

## **PERMANENT RECORDS**

Permanent records are kept in the office and brought up to date at the end of each semester. Any student enrolled in Southwest Public School, his/her parents/guardian, teachers, counselors, or school administration shall have access to the school's files or records maintained concerning said student. No other person shall have access thereto, nor shall the contents thereof be divulged in any manner to any unauthorized person. All files/records shall be maintained as to separate academic and disciplinary matters.

## **PHYSICAL EXAMINATIONS FOR ENTERING STUDENTS**

The Physical Examination Standards require a physical examination by a qualified physician within six (6) months prior to the entrance of the child into the seventh grade. A physical exam is also required in the case of a transfer from out-of-state to any other grade in the local school. The parent is responsible for the cost of the physical. Annual physical examinations are required for interscholastic athletic participation. These physicals shall be on file in the principal's office before any student can participate in any athletic training sessions. A physical examination may be required in special circumstances for participation or non-participation in Physical Education.

Students entering school for the first time, including kindergarteners and transfer students from out of state, will be required to provide proof of a vision evaluation taken within six months prior to the students entrance. A certificate or form stating results of the evaluation must be signed by an optometrist, physician, physician assistant, or advanced practice registered nurse.

## **PROGRESS REPORTS**

The school will attempt to keep parents informed concerning the academic progress of students. Progress reports will be sent to parents of students who are: 1) working substantially above their ability level; 2) working substantially below their ability level; 3) failing or near failing in their course work and/or 4) doing outstanding work regardless of their ability level. At any time the performance level of a student changes significantly, parents will be informed of this change. This applies to both positive and negative changes in performance. In addition, we will appreciate any inquiry that a parent wishes to make in regard to the classroom performance of their son or daughter. If a student is in danger of failing the semester, parents will be notified as soon as possible. Report cards will be issued during the week following the end of each term.

## **RELEASE FROM PHYSICAL EDUCATION ACTIVITY**

A student shall be released from credit requirements for physical education activity only when a licensed physician submits a written report to the principal. The physician's written release shall be on file in the principal's office.

## **REGISTRATION RESTRICTIONS**

Each student is restricted to a full day's schedule except for hardships, which are determined by the administration. For students to earn sophomore status, a minimum of 55 credit hours must be earned; junior status, a minimum of 110 credit hours; senior status, a minimum of 165 credit hours.

## SCHOOL DANCES

- All school dances must be approved by the principal.
- All school dances will end at midnight except prom.
- Students must be at least ninth grade to attend Prom
- All doors will be locked one hour after the dance has begun.
- All dates of Southwest students who are not Southwest students must be registered with the principal prior to the dance.
- Past graduates must be registered as a date to attend dances (except for Homecoming)
- One-way door will be administered.
- All dances must have at least four adult sponsors who are approved by the principal.

## SEMESTER TESTS

Schedule adjustments will be made at the end of each semester to allow teachers to administer semester tests in each class. Semester tests will be given in each class to each student. The test will count not less than 10% and not more than 20% of the semester grade in each class.

## STUDENT ACTIVITY PASSES

All students may purchase an activity pass for \$20.00. This will admit the student to all Southwest activities, excluding conference and special tournament activities.

## STUDENT AIDES

Student aide positions will be open to seniors who have a GPA of 90% or above, with no failing coursework. Final considerations will be left up to the administration.

## STUDENT CONDUCT

Activities are a very important part of our overall education. It is your privilege to participate in or attend them. In participating in these activities, you must remember that you are before the public and your actions will reflect on the entire community. Also, they will be judging you, the student body. If you abuse your rights of participation in activities, you will not be allowed to be a part of them. Work hard in them and make your community and your school proud.

## STUDENT ORGANIZATIONS

- Student Council. A student organization designed to provide a forum for student expression, to assist in the management of student functions in the school, and promote harmonious relationships and general student welfare in the school. The National Association of Secondary School Principals sponsors the organization.
- Letter Club. The purpose of this organization is to provide groups, consisting of all students who have lettered to both honor and promote their achievement of excellence within the school and community. All students who have earned a letter are eligible for membership in the organization.

## STUDENT VEHICLES

Once the student has arrived at school, the vehicle must remain parked and is off limits until the dismissal of school at the end of the school day or unless permission to drive is granted by the administration. Vehicles are not to be used over the noon hour. Permission to drive for special circumstances (i.e. doctor, dentist appointments, etc.) may be allowed provided parents notify the administration beforehand. Students will not sit in or on cars at noon.

## SUNDAY AND HOLIDAY PRACTICES

No practices will be conducted Sunday or holidays unless approved by the administration. The building must be cleared by 6:15 p.m. on Wednesday evenings.

## TELEPHONE

The school telephone is for business purposes. Students will not be allowed to use the phones at school unless it is determined to be an emergency. Students need to remember their homework, lunch money, clothes for P.E., etc. This will not only help teach students responsibility, but also will clear the phone lines for parents who need to contact the school to report absences. Only in the case of an emergency will a student be called to the telephone during class time. However, if parents leave a message for the student, the message will be delivered as soon as possible.

## TEXTBOOKS

All students are responsible for textbooks issued to them. Any books lost must be paid for, and fines will be assessed for undue damage to books and school property. Reasonable wear is expected.

## VISITORS

Visitors at Southwest Junior-Senior High School must obtain permission from the principal at least two days in advance of the scheduled visit. On the day of a visit, the visitor must report to the principal's office. Visitors must observe all rules of student behavior at Southwest Junior-Senior High School.

## SOUTHWEST STUDENT CODE OF CONDUCT

All rules under the student code of conduct are established within the framework of the United States Constitution, the State of Nebraska, and the Southwest Public Schools policies set forth by the Southwest Public Schools Board of Education. Decisions regarding the enforcement of the rules of conduct shall be made in accordance with applicable governing laws and policies. The infractions of the student code of conduct listed below are grouped into categories according to the seriousness of the offense. By no means is this list intended to cover all situations and, therefore, all types of infractions may not be included. In all instances, interpretation is left to the principal or superintendent to use their discretion to modify consequences suggested whenever extenuating circumstances seem appropriate so that both the student(s) and the educational interests are dealt with in a fair and consistent manner. In other words, the administration may determine the severity of a violation of an offense requires a consequence more or less severe than the one indicated on the list, it may deviate from the list and impose the consequence it deems most appropriate. Students should be aware that teachers are responsible for discipline within their classroom. Students should realize that consequences assigned to students by teachers for inappropriate behavior must be taken care of as assigned. Students should expect that parents will always be notified by letter and/or by telephone when disciplinary action is being taken. Students who fail to abide by the student code of conduct will be subject to the following consequences: 1) loss of noon hour privileges; 2) loss of extracurricular activities; 3) thirty minute detention before or after school; 4) long term detention; 5) short term in-school or out-of-school suspension for five (5) or fewer days; 6) long term suspension or expulsion. Students may be detained after school by faculty members for reasons of discipline or to provide extra assistance with their academic progress. Students who ride the bus will be given an opportunity to arrange transportation home before they are detained. This can be arranged by a telephone call or postponing the detention time until the next school day. Students who are detained will be given meaningful work to do during this time. Students who are suspended, either in-school or out-of-school, may not attend or participate in any school activity during the suspension. Students who serve an in-school suspension may receive full credit for their school assignments.

### Group 1

#### 1.0 Offenses

- 1.01 Littering on school grounds or building.
- 1.02 Improper care or deliberate damage to books or school property. (Writing on school materials, on walls, or rest room stalls, etc. Fines may also be imposed for damaged materials.)
- 1.03 Inappropriate display of affection. (Holding hands, kissing, etc.)
- 1.04 Violation of dress code. (Other clothes may be given to student to wear.)
- 1.05 Bringing or consuming food or pop in school without prior permission.
- 1.06 Addressing a teacher by their first name in a non-derogatory manner during school or at a school activity.
- 1.07 Tardy three or more times during a semester.
- 1.08 Skipped detention.
- 1.09 Bringing laser pointers or water guns to school
- 1.10 Use of profanity spoken, written, or illustrated.
- 1.11 Improper use of computer. (intentional damage, use of e-mail during school day, ect)

#### 1.0 Consequences

- 1.1 First offense - Oral reprimand and/or detention.
- 1.2 Second offense - Detention.
- 1.3 Third offense - Long term detention.
- 1.4 Fourth offense - In-school suspension.
- 1.5 Fifth offense - In-school suspension.
- 1.6 Sixth offense - Short-term out-of-school suspension.
- 1.7 Seventh offense - Long-term out-of-school suspension.
- 1.8 Eighth offense - Recommendation to superintendent for expulsion.  
\* For group one offenses, the first two offenses will be handled by the classroom teacher or by whoever sees the offense. After a student reaches the 1.3 status, they will progress to 1.4 regardless of what class or by whom they are referred to the principal or superintendent.

### Group 2

#### 2 Offenses

- 2.1 Disrespect to other students.
- 2.2 Possession of pocketknife. (Single edged blade no longer than two and a half inches)
- 2.3 Removal from class. (Student/teacher/principal conference)
- 2.4 Insubordination or belligerence.
- 2.5 Reckless driving on school property

#### 2 Consequences

- 2.1 First offense - Long term detention.
- 2.2 Second offense - In-school suspension.
- 2.3 Third offense - In-school suspension.
- 2.5 Fourth offense - Out-of-school suspension.
- 2.6 Fifth offense - Long-term out-of-school suspension.

- 2.7 Sixth offense - Recommendation to the superintendent for expulsion.

### **Group 3**

#### **3 Offenses**

- 3.1 Truancy (Skipping class, or part of a class).  
3.2 Attempting to start a fight in school, on school property, or during a school sponsored activity. (A student would not be considered to have violated the policy if the student acted in self-defense.)  
3.3 Cause physical injury to another student or staff member without malice.  
3.4 Continuing and with purpose hurting or humiliating another person

#### **3 Consequences**

- 3.1 First offense - Long term detention and possible referral to Student Assistance Program  
3.2 Second offense - In-school suspension.  
3.3 Third offense - In-school suspension.  
3.4 Fourth offense - Out-of-school suspension.  
3.5 Fifth offense - Long-term out-of-school suspension.  
3.6 Sixth offense - Recommendation to the superintendent for expulsion.

### **Group 4**

#### **4 Offenses**

- 4.1 Smoking, chewing tobacco, and or possession of tobacco on school grounds or within the school building or during school sponsored activities.  
4.2 Unexcused absences for one or more days of school. (Note attendance policy)  
4.3 Fighting in school, on school property, or during a school-sponsored activity. (A student would not be considered to have violated the policy if the student acted in self-defense.)  
4.4 Vandalism or damage to school property under \$100.00.  
4.5 Theft of school or personal property under \$50.00.  
4.6 Verbal abuse, harassment, profanity towards, or disrespect for school personnel and /or students.

#### **4 Consequences**

- 4.1 First offense - In-school suspension, with possible report to the appropriate law enforcement agency.  
4.2 Second offense - Out-of-school suspension, with possible report to the appropriate law enforcement agency.  
4.3 Third offense - Long-term out-of-school suspension, with possible report to the appropriate law enforcement agency.  
4.4 Fourth offense - Recommendation to the superintendent for expulsion, with possible report to the appropriate law enforcement agency.

### **Group 5**

#### **5 Offenses**

- 5.1 Use of violence, force, coercion, threat, or substantial interference with school purposes.  
5.2 Unlawfully possessing, consuming, or being under the influence of any drug, narcotic, or alcohol; unlawfully possessing or consuming any "look-a-like" drug, or drug paraphernalia; or the abuse of over-the-counter drugs at school, at school-sponsored events, or prior to attending school or school events.  
5.3 Assault and/or battery on an employee or student of the Southwest Public Schools.  
5.4 Intentionally pulling a fire alarm.  
5.5 Engaging in any activity forbidden by law, which interferes with school purposes.  
5.6 Stealing of or vandalism to personal or school property.  
5.7 Making a bomb threat, possession of fireworks or stink bomb.  
5.8 Threatening or causing bodily harm to school personnel or students.

#### **5 Consequences**

- 5.1 First offense - Long-term out-of-school suspension, with possible report to the appropriate law enforcement agency.  
5.2 Second offense - Recommendation to the superintendent for expulsion, with possible report to the appropriate law enforcement agency.

### **Group 6**

#### **6 Offenses**

- 6.1 Possession of a weapon (knife or gun, etc.) as defined by local law enforcement.  
A student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm on school grounds, in a school-owned vehicle being used for a school purpose, or at a school-sponsored activity or athletic event will be expelled from school for a period of not less than one year. \*The term "firearm" means a firearm as such term is defined in Section 921 of Title 18, United States Code. The superintendent or school board may modify the expulsion requirement for a student on a case-by-case basis. Students in violation of the gun-free schools policy will also be reported to the proper law enforcement officials.

## 6 Consequences

### 6.1 First offense - Recommendation to superintendent for expulsion.

## SUSPENSIONS AND EXPULSIONS

The information provided in this booklet is intended to clearly define student rights in suspension, expulsion or exclusion from classes in Southwest Public Schools. The board policy providing for these actions is based upon Nebraska statutes. A principal (or designee) may determine that is necessary to exclude a student from classes. The decision to exclude would be made after the principal has investigated the facts, given the student oral or written notice of the charges against him/her, and provided an opportunity for the student to present his/her version. The principal will decide whether the charges against the student are substantially true and whether suspension is necessary 1) to help any student, 2) to further school purposes, or 3) to prevent an interference with school purposes. The range of possible exclusions includes: short term suspension, emergency exclusion, long term suspension, or expulsion. In addition, administrative and teaching personnel may take other actions regarding student behavior, such as counseling of students, parent conferences, rearrangement of schedules, requiring a student to remain in school after regular hours to do additional work, requiring that a student receive counseling, or restricting extracurricular activity. It is the principal's responsibility to determine the type of exclusion and/or actions recommended. Parents will be notified of the principal's recommendation in the case involving the student. It shall be the responsibility of the student to obtain and make up class work during the time that he/she is suspended, and all class work is to be completed by the end of the suspension period if the student is to receive credit for the work.

#### A. Short Term Suspension.

- (1) Short term suspension may be for a period of time up to five (5) school days. Short term suspension may be an in school or an out-of-school suspension as determined by the principal to best serve the purposes of the school.
- (2) Suspension from school includes suspension from participating in all extracurricular activities for the same period of time.

#### B. Emergency Exclusion.

- (1) Emergency exclusion may be recommended for a period of time as long as the student's presence in the school presents a threat to himself/herself or others. This threat may be the result of dangerous communicable disease or student conduct, which present a clear threat to the physical safety of himself/herself or others, or student conduct, which is so disruptive that it prevents other students from pursuing an education.
- (2) During the period of exclusion, a student cannot attend school or take part in any school function.
- (3) If the danger lasts beyond five (5) school days, you may request a hearing.
- (4) The hearing request is made by completing and delivering as required the "Request for Hearing" form.
- (5) The student may return to school when it is determined that the danger no longer exists.

#### C. Student Conduct Constituting Grounds for Long Term Suspension, Expulsion, or Mandatory Reassignment; Enumerated; Alternatives for Truant or Tardy Students.

The following student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, in a school- owned vehicle being used for a school purpose, or at a school-sponsored activity or athletic event:

- (1) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
- (2) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
- (3) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
- (4) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.
- (5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
- (6) Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in Nebraska statutes, a substance represented to be a controlled substance, or alcoholic liquor as defined in Nebraska statutes or being under the influence of a controlled substance or alcoholic liquor.
- (7) Public indecency as defined in Nebraska statutes except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age.
- (8) Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not an educational function or event. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in Nebraska statutes.
- (9) Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes.
- (10) A repeated violation of any rules and standards validly established pursuant to Nebraska statutes in which such violations constitute a substantial interference with school purposes.

#### D. Maximum Length of Expulsion.

- (1) In General. Except as herein otherwise provided, the expulsion of a student shall be for a period not to exceed the remainder of the semester in which the expulsion took effect. However, if the misconduct occurred within ten school days prior to the end of the first semester, the expulsion may remain in effect through the second semester. If the misconduct occurred within ten days prior to the end of the second semester, the expulsion may remain in effect for summer school and for the first semester of the following year.
- (2) Expulsion for Causing Personal Injury or for Possessing a Dangerous Weapon. If a student is expelled for the use of force, or causing or attempting to cause personal injury to another individual, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the exclusion shall remain in effect for summer school and may remain in effect for the first semester of the following year.  
If a hearing shall be requested within five (5) days of the receipt of the written notice by the student and/or the student's parents or guardian, as described in these rules and regulations, the superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.  
If there is any conflict between these policies and Nebraska statutes, the applicable Nebraska statutes shall govern and have priority.

### SOUTHWEST PUBLIC SCHOOL TITLE IX, TITLE VI, SECTION 504 GRIEVANCE PROCEDURES FOR STUDENTS, FACULTY, AND STAFF

The following policies and procedures are established in order to assist in the fair resolution of student, faculty, and staff grievances. A grievance hereunder is a claim by a student, faculty member, or staff member that a violation of Title IX (discrimination based on sex), Title VI (discrimination based on race, color, or national origin), or Section 504 (discrimination based on disability) has occurred. Whenever a grievance occurs, the following procedure will be followed and every effort will be made to secure an appropriate resolution as early as possible.

- As used herein, the term grievant means the individual student, parent, faculty member, or staff member filing a grievance under this policy; the term days shall mean days when school is in session (except that when a grievance is filed on or after May 15, days shall refer to Mondays through Fridays, excepting legal holidays).
- A grievance may be filed by an individual grievant (or by a parent on behalf of a student grievant) if the grievant feels that discrimination on the basis of sex, race, color, national origin, or disability has occurred in this school district.
- No grievance shall be recognized unless it is filed at the appropriate level within ten (10) days after the occurrence of the event, which is the subject of the grievance.
- The inclusion of time limits in this policy is for the purpose of insuring prompt action. In circumstances where the grievant does not pursue the next step of the procedure within the time period specified, unless there is a mutually agreed extension of time, the grievance shall be deemed to have been settled and no further action shall be required. In the absence of a written reply to a grievance by the appropriate administrator within the required time period, the grievance shall be considered to have been denied and the grievant may submit the grievance in writing to the next level.

#### PROCEDURES

- A grievant shall, within ten days after the occurrence of the event, which is the subject of the grievance, make an appointment with and discuss the matter with his or her principal or immediate supervisor. Every effort will be made to resolve the grievance informally at this level. The principal or immediate supervisor shall give an oral response to the grievant within five (5) days after the initial discussion.
- In the event the grievant is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing, sign, and submit it to the principal or immediate supervisor within five days after the oral response at Level One. A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based and an explanation of how such facts result in discrimination. The principal or immediate supervisor must submit a written answer within five days after receipt of the written grievance.
- In the event the grievant is not satisfied with the resolution of the grievance at Level Two, the grievant may submit the written grievance within five days thereafter to the superintendent. The superintendent will respond in writing to the written grievance within five days thereafter.
- In the event the grievant is not satisfied with the disposition of the grievance at Level Three, the grievant may submit the written grievance to the designated coordinator for Title IX, Title VI, and Section 504, who will convene a grievance committee for the purpose of examining evidence of discrimination in the submitted case. The grievance committee will consider all relevant evidence presented in connection with the grievance and may request individuals to testify before the committee. Within twenty (20) days after receipt of the written grievance, the grievance committee shall determine what action, if any, should be taken to resolve the grievance. The decision of the grievance committee shall be final, and a copy of such decision shall be delivered to the grievant.

## **INTERNET USER POLICY**

We are pleased to offer students of Southwest Public Schools access to the district computer network for the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return the acknowledgement form to the office. Students 18 and over may sign their own forms.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Southwest supports and respects each family's right to decide whether or not to apply for access.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. ACCESS IS A PRIVILEGE - NOT A RIGHT. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

The following are not permitted:

- \*Sending or displaying offensive messages or pictures.
- \*Harassing, insulting or attacking others.
- \*Damaging computers, computer systems or computer networks.
- \*Trespassing in another's folders, work or files.
- \*Employing the network for commercial purposes.
- \*Any other action deemed unsuitable by the district's administration.
- \*Using obscene language.
- \*Violating copyright laws.
- \*Using another's password.
- \*Intentionally wasting limited resources.

Netiquette- You are expected to abide by the generally accepted rules of the network etiquette. These include (but are not limited to) the following:

- \* Be Polite. Do not write or send abusive messages to others.
- \* Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- \* Do not reveal your personal address or phone numbers of students or colleagues.
- \* Note that email is not guaranteed to be private. People who operate the system do have access to all mail.
- \* Messages relating to or in support of illegal activities may be reported to the authorities. Students will not be allowed access to email.
- \* Do not use the network in such a way that you would disrupt the use of the network by other users (e.g. downloading huge files during prime time; sending mass email messages; annoying other users using the talk or write functions).
- \* All communications and information accessible via the network should be assumed to be private property.

### **Vandalism**

Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user. This includes but is not limited to, the uploading or creation of computer viruses.

### **Filtering**

All computers that students have access to will be filtered through the ESU15 Proxy server. This filter will block access to visual depictions that are: obscene, pornographic, harmful to minors, and any other Internet content Southwest Schools or ESU15 finds inappropriate for minors which includes email, chat rooms and other forms of direct electronic communications.

## Family Educational Rights and Privacy

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an 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 School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

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

[NOTE: In addition, an institution may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their child's information disclosed without their prior written consent.

If you do not want Southwest Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1st. Southwest Public Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended



# SOUTHWEST PUBLIC SCHOOLS



## **STUDENT ACTIVITIES HANDBOOK**

2009 – 2010

## INTRODUCTION

We look forward to your participation and involvement in our school activities program. It is our hope that each of you will investigate the many possibilities offered in the extra curricular and co-curricular activities.

Priorities for our school are (1) attitude, (2) academics, and (3) activities. Keeping this in mind many of the rules and regulations governing activities at Southwest Junior-Senior High exist in order to promote or insure the first two school priorities. The rules and guidelines included in this handbook are to help answer questions and protect the basic rights of all individuals. Realize, however, that your handbook is not all-inclusive, but rather provides the basic parameters that the Administration of the Southwest School System may use when determining consequences for inappropriate actions. Furthermore this handbook does not form a contract between the school and the student and the school reserves the right to change or modify the handbook whenever necessary.

Situations will arise that are not adequately addressed by the handbook. In these instances the end result depends upon the administration's interpretations of the rules. If you have questions regarding a problem, please let us know. We truly wish each of you a successful and rewarding school year.

### NSAA Eligibility Regulations

In order to represent a high school in interscholastic athletic competition a student must abide by the eligibility rules of the Nebraska School Activities Association. The following is a summary of these rules.

- |             |  |
|-------------|--|
| Grades 7-12 | 1. Student must be an undergraduate.   |
| Grades 7-12 | 2. Student must be enrolled in at least 20 credit hours per week and regular in attendance.  |
| Grades 7-12 | 3. Student must be enrolled in some high school on or before the 11th day of the current year.   |
| Grades 7-12 | 4. No student shall be eligible for interschool competition who has attained the age of 19 except as follows: A student who becomes 19 on or after August 1st shall be eligible on the basis of age until the end of the current school year.  |
| Grades 9-12 | 5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school attendance. After a student's initial enrollment in grade ten, he/she shall be ineligible after six semesters of school attendance.  |
| Grades 9-12 | 6. Student must have been enrolled in school the immediate preceding semester.   |
| Grades 7-12 | 7. Student must have received 20 semester hours of credit the immediate preceding semester.  |
| Grades 7-12 | 8. 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 the remainder of the season in the sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. The fall sports season begins August 11, 2008, and ends with the state meets in the fall sports. The winter sports season begins November 17, 2008, and ends with state meets in the winter sports. The spring sports season begins March 2, 2009, and ends with the state meets in the spring sports. |
| Grades 7-12 | 9. 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.  |
| Grades 7-12 | 10. A student shall not participate on an all-star team while a high school undergraduate.   |
| Grades 7-12 | 11. A student shall be ineligible to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain their domicile. (Check with school administrator for an interpretation of rule if the school district where parents reside has no high school or if there are two or more high schools in a district.)   |
| Grades 9-12 | 12. A student is ineligible if his/her parents have changed their domicile to another school district and the student has remained in former school, which is in a different school district. (EXCEPTION: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the  |

	summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two or more years, the student is eligible for that school year in the school district from which the parents moved.)
Grades 9-12	13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for their review and a ruling.
Grades 9-12	14. A student shall not participate in a contest under an assumed name.
Grades 7-12	15. A student must maintain his/her amateur status.

## **RULES AND REGULATIONS**

In addition to being subject to the student conduct code and the extracurricular / co-curricular activities code, students who participate in extracurricular or co-curricular activities will be advised of and follow additional regulations set by the respective advisor or coach of the activity.

Any violation of this handbook or of the sponsor / coaches regulations at school activities will result in the student being subject to disciplinary action, including but not limited to:

- 1) Loss of position and or participation time.
- 2) Immediate removal from the extracurricular or co-curricular activity.
- 3) Denial of the privilege to attend any of the activities where the behavior occurred.
- 4) Denial of the privilege to attend any extracurricular activity.
- 5) Suspension and/or expulsion from school.

## **ELIGIBILITY**

### **Academic Eligibility for Seventh Through Twelfth grade (ALL ACTIVITIES)**

Students will not participate or practice in extra curricular/co-curricular activities or performances if they are not in school during the last four periods of the day without prior approval by the administration. Exceptions may be made at the discretion of the Principal and Athletic Director.

Those students who become ill and go home on the day of an activity may not participate in the activity scheduled for that day. Students absent due to illness the day before an activity are not affected by this policy.

Rules for each activity are to be developed at the beginning of each activity season by the coach or sponsor. These rules will be made available for all participants and parents.

The Southwest High School is a member of the Nebraska School Activities Association. All participants representing our school must meet the eligibility requirements of the Association. Southwest High School believes that in order for a participant to be an asset to his or her group each individual member must follow a few beneficial rules.

**Objective:** To emphasize the importance of academic success and prepare the athlete for dealing with the NSAA rules governing eligibility:

**Academic Load.** All students are required to be enrolled in five academic classes (25 hours/ semester). Eligibility requires that the student must be passing in 20 hours in the previous semester.

**Age.** A student grade seven or eight who reaches age 15 prior to August 1 of current year may participate on a senior high school team. Students must not be 19 years of age on or

before August 1 of current year. Following enrollment in grade nine, the student is eligible for eight semesters.

**Date of Enrollment.** Students must have enrolled by the 11th school day of the current semester.

**Other Competition.** Once a season begins, a student shall compete only in contests in that sport, which are scheduled by his/her school.

**Inter-School Activities Participation.** In order to participate in inter-school activities a student must be a full-time student. (Definition of a full-time student: They must be enrolled and in attendance the total hours of a regular school day.)

**Eligibility List.** The purpose of the eligibility list will be to provide incentives to those students who are involved in activities yet deficient in their schoolwork. It is not to be approached from the standpoint of punishment but as encouragement to build good study habits and a greater appreciation for the importance of academics.

1. Teachers will turn in students' names that are failing the semester in that teacher's class(es) to the guidance counselor by 8:10 a.m. on THURSDAY. (On weeks where there are no Thursday classes, the names will be turned in the last day of school for that week). Teachers **MUST** also include an **ACADEMIC PROGRESS REPORT**, which will notify parents of the students standing if they are below 74% average in the class. A grade list will not be made out the first two weeks of the first and second semester.
2. The down list will be placed in the teacher's mailbox at the end of the school day on THURSDAY so that teachers/sponsors/coaches will be aware of the eligibility status of students for the upcoming week.
3. Students on the list for two classes will not be eligible for participation in any extracurricular activities, performances, or represent the school in any activity (graded or non-graded) from SUNDAY to the SUNDAY of the following week. Students experiencing difficulty are encouraged to meet with the teacher and/or guidance counselor.
4. A student must have at least a 70% to be considered passing. Thus, a 69.9 is still ineligible.
5. Considerations may be made by the guidance counselor and/or the principal in dealing with special circumstances.
6. The guidance counselor and/or principal will attempt to notify the student and the student's parents if he/she is ineligible.
7. An ineligible student will not miss school time to travel with the activity group of which he/she is a member. Ineligible students will not participate in extra-curricular activities however, students are expected to continue to practice with their respective groups.

### **ACTIVITIES AFFECTED BY THE WEEKLY INELIGIBILITY LIST**

All Extra-Curricular and Co-Curricular activities, including but not limited to:

All Dances (Homecoming, Prom, and Valentine Dances)

All Junior High and Senior High Athletic Contests (Motivational Trips included)

Pep and Marching Band (Parades included)

FFA, FBLA, NHS, Student Council, FCCLA, One Act, and Cheerleaders

All Instrumental and Vocal Music Contest (Conference and NSAA sponsored contests)

All Speech and Drama Contests and Performances

All Inter-High Competitions

Class Field Trips

Rules established by the coach / sponsor for each Extra Curricular and Co-curricular Activity conclude at the end of the season. School-wide rules concerning infractions extend beyond a season or school year. **This policy is in effect year round.** Violations during the summer months will be assessed penalties the same as those that occur during the school year.

## DEFINITIONS

- EXTRA-CURRICULAR ACTIVITIES – Those activities generally taking place outside of the school day.
- CO-CURRICULAR ACTIVITIES – Those activities generally associated with a class and may have an affect upon the grading for the class.

### **Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

### Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

### Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or 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 appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

## Extracurricular Activity Code of Conduct

**Purpose of the Code of Conduct.** Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

### **Scope of the Code of Conduct.**

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, FFA, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Student Council, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: School-wide rules concerning infractions extend beyond a season or school year. **This policy is in effect year round.** Violations during the summer months will be assessed penalties the same as those that occur during the school year.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

## AWARDS

Honors/Award night(s) will be held at which various awards earned during the year will be presented. Lettering requirements are to be written individually by coaches/sponsors. Special or individual awards will be determined by the coaches/sponsors of the activity. **To receive an award from any activity the participant must successfully complete the season of the activity.**

## CODE OF CONDUCT FOR EXTRA-CO-CURRICULAR ACTIVITIES

All students need to remember that they are not only representing themselves, but also their school and their community in all of their actions. With this in mind, it is hoped that all of our students' actions reflect a positive manner toward each other and our opponents. It shall also be known that in following with the Bylaws of the NSAA any participant, coach, or fan ejected

from a contest for unsportsmanlike conduct shall be ineligible for the next athletic contest at that level of competition and any other athletic contest at any level during the interim. There shall be immediate suspension from the extra-curricular activity program if it is determined by the Violation Board that a student participating in extra-curricular activities has broken the state laws of Nebraska (except minor traffic violations providing 3 or less points against the driver's license), maliciously destroyed property, had possession of or used tobacco, alcohol, or drugs, has participated in initiation, or has been guilty of other conduct unbecoming a student participating in extra-curricular activities. All violations other than "Conduct unbecoming a student participating in extra-curricular activities" may be reported by any school official. Violations by reason of "conduct unbecoming a student participating in extra-curricular activities" may be reported by any school official when the severity of the violation is deemed to merit reporting.

## **USE OF PROHIBITED SUBSTANCES**

### **DEFINITIONS:**

- 1) Alcohol - any liquor, wine, beer and/or other beverage containing alcohol.
- 2) Build altering chemicals - include, without limitation, anabolic steroids, growth hormones, testosterone or its analogs, human chronic gonadotropin (HCG) and other hormones.
- 3) Mood altering chemical - includes, without limitations, narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, alcohol and prescription drugs, unless authorized by a medical prescription from a licensed physician. This medical prescription must be kept in the original container, which shall state the student's name and the directions for proper use of the prescription.
- 4) Tobacco - any product with tobacco as an ingredient that is smoked, chewed, inhaled or placed against the gums or any tobacco substitute.
- 5) Drug paraphernalia - equipment or apparatus designed for or used for the purpose of measuring, packaging, distributing or facilitating the use of drugs.
- 6) Possession - have, be in contact with, carry on one's person or knowingly be in a vehicle with other individuals when alcohol or other drugs are present.
- 7) Violation Board - Athletic Director and/or the Director's designee, the principal and/or the principal's designee, coach and or assistant coach.

### **Drug and Alcohol Violations.**

#### Meaning of Terms.

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and

- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

### **Consequences.**

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

## **DISCIPLINARY ACTION**

### **Part I – Consequences for the:**

- The use, purchase, or possession of: alcohol, steroids, mood altering chemicals, build-altering chemicals, drug paraphernalia and/or tobacco products.
- Being sited for the use, purchase, or possession of: alcohol, mood altering chemicals, build-altering chemicals, drug paraphernalia and/or tobacco products.
- Being ticketed for or found guilty of a criminal act in a court of law for (assault, theft, etc.)
- The chronic disregard of school rules.

<p><b>Offenses accumulate during a student's eight eligible semesters of participation for all activities in which they participate.</b></p>
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### **CONSEQUENCE FOR THE FIRST OFFENSE**

The student will be suspended from extracurricular – co-curricular activity performances for 21 calendar days.

\*If the student self reports the violation to the principal or A/D by the end of the next day that classes are held he or she may have the activity suspension decreased to 14 calendar days. (This is for the first offense only.) The student may be allowed to practice.

### **CONSEQUENCE FOR THE SECOND OFFENSE**

The student will be suspended from participation in the activity program for 42 calendar days. Before being allowed to return to practice the student will be required to complete a drug/alcohol counseling program (at their own expense.) Must provide written proof from counseling program director that course was successfully completed.

#### CONSEQUENCE FOR THE THIRD OFFENSE

The student will be suspended from participation and practice in the activity programs for one calendar year from the date of the violation. Before being allowed to return to practice the student will be required to complete a drug/alcohol counseling program (at their own expense.) Must provide written proof from counseling program director that course was successfully completed.

#### **Part II – Consequences for the:**

- The transmission or sale of drugs or alcohol
- The severe chronic disregard for school rules.

<b>Offenses accumulate during a student's eight eligible semesters of participation for all activities in which they participate.</b>
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#### CONSEQUENCE FOR THE FIRST OFFENSE

Suspended from the activity program for one calendar year from the date of the violation.

#### CONSEQUENCE FOR THE SECOND OFFENSE

Denied participation for the remainder of student's high school years.

### **STATEMENT DEALING WITH ACTS UNBECOMING TO A STUDENT ACTIVITY**

ANY STUDENT CHARGED WITH ANY ACT (Including unsportsmanlike conduct) UNBECOMING TO THEIR ACTIVITY, SPORT, TEAM, OR SCHOOL BY ANY LAW ENFORCEMENT OFFICIAL, SCHOOL OFFICIAL, OR REPORTED BY ANY STUDENT TO THE PRINCIPAL OR SPONSOR INVOLVED MAY BE SUSPENDED FROM ALL OR PART OF THE ACTIVITY PROGRAM DURING THAT SEASON. DURING THE SUSPENSION, THE STUDENT WILL BE PLACED ON PROBATION AND ALLOWED TO PRACTICE AS PART OF THE TEAM/GROUP AS LONG AS HIS/HER CONDUCT REMAINS CONSTRUCTIVE AND HE/SHE IS AN ACTIVE CONTRIBUTOR TO THE ACTIVITY INVOLVED. A SECOND VIOLATION IN A GIVEN SCHOOL YEAR WILL RESULT IN THE STUDENT'S EXPULSION FROM THE EXTRA-CURRICULAR ACTIVITY PROGRAM FOR THE REMAINDER OF THE SCHOOL YEAR.

Unsportsmanlike conduct shall include the following: Fighting, verbal abuse or dissent toward an official or opponent, racial or ethnic slurs, inappropriate comments or actions that may be construed as sexual harassment, profanity, obscene gestures, flagrant and violent fouls, taunting, baiting, cheating, throwing or abusing equipment, inappropriate posters, physical intimidation or abuse of an official or opponent, and unauthorized leaving of a team bench area.

The student and his/her parents will be advised of the facts upon which the complaint is based and given an opportunity to deny or explain the matter before the violation board.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

**When Suspensions Begin.** All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried

over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

**Letters and Post-Season Honors.** A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors. suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.

#### **“Team Selection” and “Playing Time”**

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

#### **Relationships Between Parents and Coaches/Sponsors**

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

#### Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

##### Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.

- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

### **Communicating with the coach**

- Communication you should expect from your child's coach includes:
  - Philosophy of the coach
  - Expectations the coach has for your child
  - Locations and times of all practices and contests
  - Team requirements
  - Procedure should your child be injured
  - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
  - Concerns expressed directly to the coach
  - Notification of any schedule conflicts well in advance
  - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
  - The treatment of your child, mentally, and physically
  - Ways to help your child improve
  - Concerns about your child's behavior
  - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Issues not appropriate to discuss with coaches:
  - Playing time
  - Team strategy
  - Play calling
  - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
  - Call to set up an appointment with the coach
  - Do not confront a coach before or after a contest or practice ((these can be emotional times for all parties involved and do not promote resolution))
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
  - Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
  - At this meeting, an appropriate next step can be determined, if necessary.

## **Good Sportsmanship—Behavior Expectations of Spectators**

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

### Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noisemakers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.

## **HEARING PROCEDURE**

If an advisor/sponsor or school official makes a decision to discipline a student by suspension or makes a determination that there may be cause to discipline a student by suspension or expulsion from the co/extra-curricular activity program, the following procedures shall be followed after reporting the matter as required by Paragraph One (1).

- 1.) The advisor/sponsor, principal or a designee of the advisor/sponsor or principal will confront the student. The student will be advised of the facts upon which the complaint is based and given an opportunity to deny or explain the matter. The student shall be advised of his/her right to appear before a meeting of the Violation Board for purposes of presenting mitigating facts or facts in support of a denial.
- 2.) The Violation Board shall meet within two school days after the student has been confronted. The student and a parent or guardian shall be advised by telephone, in person, or in writing of the time, place, and purpose of the hearing. The hearing may be postponed for a reasonable time not to exceed two school days at the request of the student. The hearing shall be informal. The student may present witnesses in his/her behalf. The Violation Board shall have the right to deliberate and reach its decision in a closed meeting and shall have the right to limit the number and testimony of witnesses as necessary to preclude unreasonable repetitive or irrelevant testimony.

- 3.) If the decision of the Violation Board is that no violation occurred, the advisor/sponsor has the responsibility to tell the student of the determination.
- 4.) If the decision of the Violation Board is that a violation occurred, the Violation Board shall determine the length of the suspension and the advisor/sponsor and principal will promptly visit with the student and a parent or guardian to state the decision and explain the discipline.
- 5.) The student shall have the right to appeal the decision of the Violation Board to the Board of Education by presenting a written request for a hearing to the Secretary of the School Board. The appeal hearing will be conducted not later than the next regular meeting of the Board after receipt of the request. Such request for appeal shall not delay the effective time of the activity suspension or expulsion.

### **ADVISOR'S/SPONSOR'S DISCIPLINE**

In addition to consequences described in this handbook any advisor/sponsor shall retain the right to discipline students in any reasonable manner they see fit, including suspension from practice and suspension from activity.

In event that the violation falls under "conduct unbecoming a student participating in extra-curricular activities" it may not be reported to the Violation Board and acted upon. In such a case it shall not constitute a first suspension under Section C.

### **PRACTICE REGULATIONS**

In order that we may always have a well-rounded activities program at Southwest Jr/Sr High, and because of limited facilities for some activities, the following guidelines are followed concerning off-season unorganized practices.

Practice/Contest Regulations:

- 1.) No student will ever work out using school facilities unless he/she is under the direct sponsorship of an advisor/sponsor.
- 2.) Nothing will ever be done by any sponsor or student to take away from the activity in season.
- 3.) Sponsors will encourage their students to participate in another activity during the off-season.
- 4.) If an individual is dropped from a squad, because of disciplinary reasons, by the advisor/sponsor or if they quit on their own accord, they may not practice for the next activity in season using school facilities or under the supervision of an advisor/sponsor until the activity which he/she quit is completed.
- 5.) Sunday practices may be organized after the coach has received approval from the AD or administration.
- 6.) Student athletes will be released from practice before 6:15 on Wednesday nights.

### **TEAM TRAVEL AND DRESS**

Transportation: Southwest Public Schools activity teams and staff members travel to and from events by school bus or school vehicles. Travel by private cars is discouraged, but when used, strict insurance standards are adhered to and adult drivers are used. **ALL MEMBERS OF A TEAM WILL RETURN FROM A CONTEST BY THE SAME TRANSPORTATION PROVIDED FOR TAKING THEM TO THE CONTEST.**

**EXCEPTION:** Any student who rides to an event on a school bus will return home on the bus unless the parent has signed the parental school transportation release form provided by the

sponsor to return home with the parent or prior arrangements have been made with the administration and a designated adult signs the release form.

Dress: Dress of team members should be clean, neat and in good taste.

### **PRE-PRACTICE REQUIREMENTS**

- 1.) All athletes must return a medical physical card to the respective coach/sponsor.
- 2.) Students must return to the respective coach/sponsor, a sheet found attached to the guidelines giving the following:
  - a.) Parental/Guardian permission, approvals and agreements.
  - b.) Students approvals and agreements.

### **EQUIPMENT**

The activities department tries to furnish the student with as much of the equipment needed as is feasible. We are confident that we have good equipment and in the case of contact sports, our athletes are protected. All equipment will be checked out to individuals at the beginning of the season by the coach/sponsor in charge. **THE STUDENT WILL BE RESPONSIBLE FOR THIS EQUIPMENT** and should be prepared to pay for the cost of replacement if it is not checked in at the end of the season in reasonable condition. (In many cases the original purchase price of an item purchased for may be double to replacement the equipment.) It is the responsibility of the student to check in the equipment at the end of the season or immediately should they quit an activity. If a student fails to check in their equipment at the designated time or immediately should they quit an activity they will be expected to pay for the cost of replacement. All collections for lost equipment will be handled in the principal's office.

At no time should a student wear equipment checked out to him/her except for practices and contests. Any student found to be wearing school equipment outside of practice or possessing school equipment can expect to be treated as possessing property not belonging to him/her.

### **DRESSING ROOM POLICIES**

An athlete must not linger in the dressing room, be rowdy or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach in charge.

Athletes are to always respect all equipment and supplies in the training room. The coach's offices and equipment rooms are off-limits to all athletes except student managers. Exception: The athlete is asked to enter for a conference by the coach.

THESE HANDBOOKS AND THEIR CONTENTS WERE APPROVED BY THE  
SOUTHWEST BOARD OF EDUCATION at their July 13<sup>th</sup>, 2009 meeting.

RECEIPT OF SOUTHWEST PUBLIC HIGH SCHOOL  
2009-2010 STUDENT-PARENT ACTIVITY HANDBOOK

We acknowledge receipt of the 2009-2010 Student-Parent Activity Handbook.

We agree to abide by the extracurricular activity code of conduct set forth in the handbook and the other rules and regulations set forth in the handbook.

We agree to read the handbook. In the event we have a question on the meaning of any of the material in the handbook, we understand that we can request a conference with the Principal or the Athletics Director to get an explanation.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature