

# Ralston High School



## 2024-2025 Student and Family Information Handbook

8969 Park Drive  
Ralston, NE 68127-3600  
Phone: 402-331-7373  
Fax: 402-898-3511

<https://www.ralstonschools.org/RHS>

School Handbooks are based on Board of Education Policies



*District #54  
Ralston, Nebraska*

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Elizabeth Kumru  
Robin Richards  
Mary Roarty  
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Dr. Anne Harley, Assistant Superintendent of Teaching & Learning  
Dr. Michael Rupprecht, Executive Director for Human Resources  
Dr. Sara Zabrowski-Gates, Director of Teaching & Learning  
Mrs. Melissa Stolley, Director of Student Services

RALSTON HIGH SCHOOL ADMINISTRATION

Dr. Ryan Pivonka, Principal  
Mr. Joseph Kilzer, Assistant Principal  
Ms. Stacy Athrow, Assistant Principal  
Mr. Clint Williams, Assistant Principal / Athletic & Activities Director  
Ms. Sarah Hall, Dean of Students

RALSTON HIGH SCHOOL COUNSELORS

Mr. Michael Burling, Last Name A-F 10th-12th Grades, 9th Grade Blue Team  
Mrs. Tara Vaughn, Last Name G-M 10th-12th Grades, 9th Grade Gray Team  
Mrs. Melissa Sedlak; Department Chair, Last Name N-Z 10th-12th Grades, 9th Grade Red Team

Counselors are divided alphabetically by last name for 10th through 12th grades, and by team for 9th grade. You must see your assigned counselor for schedule-related questions, concerns, or to request a schedule change. Any of the three counselors are available to assist with personal/social issues or college/career related questions.

Administrative Offices      8545 Park Drive  
Ralston, NE 68127  
402-331-4700  
[www.ralstonschools.org](http://www.ralstonschools.org)

Ralston High School      8969 Park Drive  
Ralston, NE 68127-3600  
402-331-7373  
[rhs.ralstonschools.org](http://rhs.ralstonschools.org)

RHS Calendar/Athletic/Activity schedules:  
[www.trailblazerconference.org](http://www.trailblazerconference.org)

**Attendance Office** 402-763-4100 (voicemail available 24 hours)

**RALSTON HIGH SCHOOL**  
**STUDENT-FAMILY HANDBOOK**

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District 54

# RALSTON HIGH SCHOOL

“Achieving Excellence as a Community of Learners”

8969 Park Drive • Ralston NE 68127 • 402.331.7373 • Fax 402.898.3511 • rhs.ralstonschools.org

Ryan Pivonka, Ed.D., Principal  
Joseph Kilzer, MA, Assistant Principal  
Stacy Athow, MS, Assistant Principal  
Clint Williams, MS, Assistant Principal/AD

Shawna Younghans, MS, Dean of Students

Dear Ralston High School Students:

We are excited to welcome you to the 2024-2025 school year at Ralston High School! With a new school year comes new opportunities: to learn, grow, challenge yourself, and be your best self. Ralston High School prides itself on its many programs and offerings- both academic and extracurricular. We are a large, class-B high school in the middle of a vibrant metropolitan area. We strive to provide robust opportunities for our students while maintaining a smaller school environment where students are known by staff and feel connected to the greater school community.

Over the past years, Ralston students have excelled in every facet of our school. We have produced National Merit Finalists and state champions. Our graduates have garnered millions of dollars in scholarships through academics, athletics, and their talents in the arts. Students have earned countless hours of college credit through coursework at Ralston High School. Our alumni are prepared for their futures. We are proud of our academies and apprenticeship programs, where students graduate with the necessary skills to immediately enter the workforce in a skilled trade.

These opportunities are available to *ALL* of our students. As we begin the new school year, I challenge you to immerse yourself in the comprehensive high school experience that Ralston offers. Take advantage of the specialty programs and offerings. Get involved in our extensive extracurricular activities. There is a transactional element to high school; the more you put into it, the more you get out of it.

All students have the right to learn in the best possible learning atmosphere, and this is our focus every day. In order to provide the best school climate possible, certain rules and regulations are necessary. You will find the rules and regulations are reasonable, fair, and for the benefit of all students. Ralston High School is committed to providing every student the opportunity to reach their potential in a respectful and safe environment.

Students and parents are required to read this handbook carefully. It outlines the basic policies and regulations of Ralston Public Schools and Ralston High School. At times it may become necessary for the school administration to modify regulations under certain circumstances where adjustments are needed.

At Ralston High School, your voice matters. We want to hear from you. Please feel free to stop by the high school offices to address questions or concerns you may have, or to share your ideas on how we can make Ralston even better. We are eager to get to know each of you. Our number one goal is for each individual student to succeed at Ralston High School in each endeavor they choose to take on.

At Ralston High School we are proud of our rich traditions of excellence and pride, and excited about what our future holds! It's a great day to be a Ralston Ram.

Sincerely,

Dr. Ryan Pivonka  
Principal

### **Ralston's School Song**

**Hail, Ralston High!**  
**Red, White and Blue, We're loyal to you**  
**Our banners fly!**  
**Onward to victory,**  
**Making Rams' history.**  
**So fight, Ralston, win**  
**We know you can do it, so let's get to it**  
**And let's begin**  
**Onward to victory**  
**Ralston High School—Go! Fight! Win!**

### **HISTORY OF RHS**

High school in Ralston had its beginning in September of 1953, with an enrollment of 110 students in grades 9-12 and a faculty of nine members. Because the building was not yet completed, seven classes were held in the Maywood Elementary School until midway through the first year. Dedication of the former high school, located at 82<sup>nd</sup> and Lakeview, was held on February 28, 1954. At that time, only the first floor of the west wing and the gymnasium were completed. The former high school now serves as Ralston Middle School. In 1968 the high school moved to its present location at 90<sup>th</sup> & Park Drive. The first senior class of 1954 had a membership of 16. Current enrollment is approximately 1000. Renovation construction began in 2002 and finished in 2005. Construction is completed on the new baseball and softball complex, and renovations included in the recent bond project are underway!

Board of Education policies can be accessed at the school building office and on the district website: [www.ralstonschools.org](http://www.ralstonschools.org).

The school district's handbooks are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. Although the board of education may take action to approve the handbooks annually, the administration has the authority to change the contents of any handbook so long as the changes are consistent with board policy.

None of the district's handbooks create a "contract" between the school district, staff members, parents or students. If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.



## **NOTICE OF NON-DISCRIMINATION**

The school district does not discriminate on the basis of race, color, national origin, religion, marital status, sex, pregnancy, gender identity, gender expression, sexual orientation, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Melissa Stolley at 402-898-3451, [mstolley@ralstonschools.org](mailto:mstolley@ralstonschools.org) or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Dr. Mike Rupprecht at 402-898-3483, [mrupprecht@ralstonschools.org](mailto:mrupprecht@ralstonschools.org), 8545 Park Drive, Ralston NE 68127 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: [https://www.ralstonschools.org/site/handlers/filedownload.ashx?moduleinstanceid=1169&dataid=9780&FileName=3053\\_-\\_Nondiscrimination.pdf](https://www.ralstonschools.org/site/handlers/filedownload.ashx?moduleinstanceid=1169&dataid=9780&FileName=3053_-_Nondiscrimination.pdf).

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Dr. Mike Rupprecht at 402-898-3483, [mrupprecht@ralstonschools.org](mailto:mrupprecht@ralstonschools.org), 8545 Park Drive, Ralston NE 68127 or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the building principal at 402-898-3501 (phone number), [ryan\\_pivonka@ralstonschools.org](mailto:ryan_pivonka@ralstonschools.org) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

### **Ralston Public Schools Purpose Statement**

A community dedicated to achieving excellence through purposeful instruction and nurturing a climate of hope.

### **Direction Statement**

Cultivating resilient citizens prepared for the diverse demands of the future.

### **Ralston Public Schools Believes...**

- The educational process is a partnership involving the school, the family, the student, and the community
- Students learn best when they are actively engaged in the process
- All students can learn
- Students learn best when schools maintain high expectations for learning
- The foremost responsibility of any educational organization is the student
- The essence of education is the ability to develop lifelong learners to deal responsibly with choice in a changing world

Board of education policies can be accessed at the school building office and on the district website - [www.ralstonschools.org](http://www.ralstonschools.org)

# Ralston High School

*Achieving Excellence as a Community of Learners*

## Vision

An inclusive community focused on: empowering students to reach their highest academic potential, developing their social and emotional awareness, and providing students unique opportunities to explore and plan for their future.

## Belief Statements

**The Ralston High School community of learners...**

- ♦ **requires committed, active participation and support from students, parents, staff and patrons of the district.**
- ♦ **believes each student can learn when provided a safe, supportive learning environment.**
- ♦ **embraces diversity as an integral component of the community.**
- ♦ **supports high standards for cognitive and affective development.**
- ♦ **strives to provide diverse learning opportunities in fine and practical arts, in conjunction with career exploration and applied technology.**
- ♦ **encourages participation in co-curricular and extracurricular activities as a means to develop communication, teamwork, and leadership skills essential for success in a dynamic global society.**

## ACADEMIC ACHIEVEMENT AND GRADUATION

### ACADEMIC PROGRESS

Students at Ralston High School are placed in academic class years on the basis of years of high school attendance. In order to be on track for graduation, students need to earn the following credits:

Freshman	0-60 hours credit	Junior	120 -180 hours credit
Sophomore	60 -120 hours credit	Senior	180 + hours credit

### GRADUATION REQUIREMENTS

Course credit is allowed only for grades 9, 10, 11, and 12. Students may repeat courses in which they earned failing grades, but it is not necessary to repeat courses not required for graduation. The course that is failed will not be replaced, but it must be completed successfully in order to earn credits.

The responsibility for determining when students are eligible to graduate from high school is delegated by the Board of Education to the building principal.

All students must successfully complete 240 hours of credit in grades 9-12, and attend a minimum of seven semesters. Students may graduate at the mid-term of their senior year if they make a formal application to their counselor prior to the end of the first semester of their senior year. Any request by a student to graduate earlier than the midterm of their senior year will be reviewed by the high school principal and a recommendation will be made to the Board of Education for approval. All students must complete the stipulations of an Individual Learning Plan.

The high school principal will review any unusual circumstances related to these graduation requirements for any student and make appropriate recommendations to the Board of Education.

Specific Requirements – Each student is expected to successfully complete coursework in each of the following areas as listed:

Class of 2024-2025:

1. **English:** 35 credit hours (Must pass English 1, English 2, English 3, and 1 semester of Composition) 35
2. **Oral Communication:** 5 credit Hours 5
3. **Social Studies:** 30 credit hours - (Must pass World Civilization, Government, and US History) 30
4. **Mathematics:** 30 credit hours (10 credit hours must be earned in courses above the Pre-Algebra level) 30
5. **Science:** 30 credit hours (10 credit hours of Biology and 10 credit hours of Physical Science) 30
6. **Physical Education:** 20 credit hours (Must pass Health and Wellness and PE Swim) If students test out of Fitness and Swim Foundations, they need 5 credits of additional PE. 20
7. **Fine Arts:** 10 credit hours - Art, Music, Drama 10
8. **Practical Arts:** 20 credit hours - Business Education, Career Training Programs (must pass Career Exploration), Family and Consumer Sciences, Industrial Technology, Health Sciences 20
9. **Personal Finance:** 5 credit hours If students test out of Consumer Finance they will need additional 5 elective credits. 5
10. **Elective Courses:** 55 credit hours - Any additional credits beyond required coursework.
11. **Community Service:** 10 hours for each year of attendance at Ralston High School.

MINIMUM CREDIT HOURS TO GRADUATE

240

**Class of 2026 and Beyond:**

1. **English:** 40 credit hours (Must pass English 1 and English 2), 40
2. **Social Studies:** 30 credit hours - (Must pass World Civilization, Government, and US History) 30
3. **Mathematics:** 30 credit hours (10 credit hours must be earned in an Algebra course) 30
4. **Science:** 30 credit hours (10 credit hours of Biology and 10 credit hours of Physical Science) 30
5. **Physical Education:** 20 credit hours (Must pass Health and Swim) If students test out of Swim Foundations, they need 5 credits of additional PE. 20
6. **Fine Arts:** 10 credit hours - Art, Music, Drama 10
7. **Career and Technical Education:** 20 credit hours- Business Education, Human Sciences, Industrial Technology, Health Sciences, Career Training Programs (must be a Career Pathway Completer or pass College and And Career Readiness) 20
9. **Personal Finance:** 5 credit hours - 5
10. **Elective Courses:** 55 credit hours - 55  
Any additional credits beyond required coursework.
11. **Community Service:** 10 hours for each year of attendance at Ralston High School.

**MINIMUM CREDIT HOURS TO GRADUATE:****240****GRADING SYSTEM AND REPORTS**

Ralston High School will operate an extended learning time schedule that consists of semesters. It is important that students and parents understand the difference.

**Quarter** - consists of a 9-week period of instruction, and is used for progress monitoring only. Progress reports will be generated at the end of quarters 1 and 3.

**Semester** – consists of one 18-week term. A class that meets every other day is worth 10 credits and will last for a full year. There will be 5 credits awarded for a passing grade at the end of each semester.

The following is an explanation of Ralston High School's grading system:

A - Superior	90 - 100%	D - Below Average	60 - 69%
B - Above Average	80 - 89%	F - Failure	59% and Below
C - Average	70 - 79%	Inc. - Work to be made up	

Incomplete work must be completed within one week of the end of the term unless an administrator approves an extension. No incomplete grades may be given at the end of the second semester/term 4.

Running grades, progress reports and end-of-term/semester report cards are always available by accessing the **R-KIDS electronic gradebook at [www2.esu3.org/dws/rhighschool](http://www2.esu3.org/dws/rhighschool)**; therefore, mailings of these documents will no longer be automatically made. Parents may call to request a printed report card at the end of a given semester. Parents are urged to contact teachers whenever necessary. Mid-semester progress reports will be available at the door during Parent-Teacher Conferences. Grades on end-of- semester report cards become part of the permanent record.

## Transcripts

**Official** transcripts of student records will be sent to requested institutions electronically and are issued at the request of the student or student's parent/guardian. Requests take time to process, so please make your requests well ahead of any deadlines. Requests for transcripts are fulfilled using the digital credential service Parchment which can be accessed at [www.parchment.com](http://www.parchment.com).

## **GRADE POINT AND MARK POINT AVERAGES**

Below is the Ralston High School Mark Point Average Table and an example of how Mark Point Average (MPA) can be determined for a single semester.

<u>Adv'd Rank Classes</u>	<u>Grade Earned</u>	<u>Unranked Classes</u>
5 mark points	A	4 mark points
4 mark points	B	3 mark points
3 mark points	C	2 mark points
2 mark points	D	1 mark point
0 mark points	F	0 mark points
Not computed	Pass/Fail	Not computed

### **EXAMPLE: Determining a Student's Grade Point Average**

<u>Course</u>	<u>Grade</u>	<u>Credits</u>	<u>Mark Pt Value</u>	<u>Mark Points</u>
Spanish 3	B	5	times 3	equals15
Psych/Soc	C+	5	times 2	equals10
Geometry	C	5	times 2	equals10
Biology	B	5	times 3	equals15
Honors Eng 2 AR	A-	5	times 5	equals25
Edgenuity	P	<u>3</u>	(Not computed in MPA)	
Total Credits Earned		28	Total Mark Points	75
75 total Mark Points	÷	25 Credits Attempted	=	3.00 GPA

### **CLASS RANK for Class of 2025-2027**

Class Rank will be determined by the weighted Grade Point Average of students and will be utilized by RHS for the purpose of graduation recognition and honors. GPA's are placed in a high-to-low numerical order, resulting in a ranking of all students for that grade level. Mark Point Average (MPA) is a high-to-low listing of a student's weighted GPA multiplied by total mark points attempted. ACT Rank (ACRS: Academic Class Ranking System) is a high-to-low listing of a student's ACT score + unweighted GPA x 9 + (earned credits/semester). Weighted GPA Rank (SCRS: Scholastic Class Ranking System) is a listing of a student's weighted GPA in a high-to-low numerical order. Weighted GPA is computed by dividing a student's total mark points by the number of credits attempted.

### **Class RANK for Class of 2028**

Class Rank will be determined by the weighted Grade Point Average of students and will be utilized by RHS for the purpose of graduation recognition and honors. GPA's are placed in a high-to-low numerical order, resulting in a ranking of all students for that grade level. Mark Point Average (MPA) is a high-to-low listing of a student's weighted GPA multiplied by total mark points attempted.

## **ACADEMIC HONORS AND LETTERS**

Physical awards that recognize academic achievement will be based on a student's current school year GPA for semesters 1 & 2. For students to be eligible for such recognition, they must have earned 60 credits in the current school year.

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| • Merit Roll Certificate         | Semester 1 & 2 GPA 3.00 - 3.49    |
| • Honor Roll Letter/Pin          | Semester 1 & 2 GPA 3.50 - 3.99    |
| • Roll of Distinction Letter/Pin | Semester 1 & 2 GPA 4.00 and above |

## **SENIOR HONORS AND RECOGNITION**

**Grade Point Averages used to determine honors recognition at commencement are based on grades at the end of 7 semesters of academic work.**

Honors and recognition are reserved for students in their 4<sup>th</sup> year of high school or early graduates, as approved by the principal.

### **Valedictorian for Class of 2025-2027**

The student(s) ranked first in the District Class Rank System and the student(s) ranked first in the Mark Point Average Rank System will be recognized as valedictorians and invited to speak at commencement. If a valedictorian declines this opportunity, it will be extended to the next highest-ranking student in that system. The class may also select a spokesperson to speak at commencement.

### **Valedictorian for Class of 2028 and beyond**

The student(s) ranked first in the District Class Rank System and the student(s) ranked first in the Mark Point Average Rank System will be recognized as valedictorians and invited to speak at commencement.

### **Senior Achievement Awards**

Seniors will be awarded honor cords based on the Cumulative Grade Point Average after 7 semesters of academic work:

- 4.0 to 4.19 = white cord
- 4.20 to 4.39 = silver cord
- 4.40 and above = gold cord

### **300 Club**

Two hundred and forty credits are required to graduate. Graduates accumulating 300 or more credits will be recognized at graduation.

### **Community Service Excellence**

Students earning one hundred or more hours of Community Service by April 15 of their final term will be recognized at graduation.

### **Character Achievement Board**

Students earning two hundred or more hours of Community Service, Eagle Scout award, Girls or Boys State, Mayor's Advisory Council, NHS Board Members, American Legion Scholar, Believers and Achievers award, Toyo Teens or Runza Student of the Week will be honored on the character achievement board.

### **Academic Achievement Board**

Students earning an ACT of 30 or higher, National Merit Finalist award, Valedictorian or Omaha World Herald Academic Recognition will be honored on the academic achievement board.

### **CTE Program of Study Completer**

Three or more prescribed courses in a career pathway as set by The Nebraska Department of Education.

## **ATTENDANCE EXPECTATIONS AND PROCEDURES**

### **COMPULSORY / REQUIRED ATTENDANCE AND EXCESSIVE ABSENTEEISM / TRUANCY**

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy. (Board Policy 5001)

**MANDATORY ATTENDANCE AGE**

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

**EXCEPTIONS**

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

**PREGNANT AND PARENTING STUDENTS**

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

**EXCESSIVE ABSENTEEISM**

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance. When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may/must file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer shall file a report with the appropriate county attorney.

**ATTENDANCE CLASSIFICATIONS**

Ralston High School recognizes the importance of consistent attendance in order for students to be successful. Ralston High School utilizes a block schedule and missing a day of school means that students lose approximately 1½ hours of instruction per class. In addition to the state requirements, when a student reaches ten (10) absences (excused or unexcused) an attendance letter will be mailed home to parents.

Those students who are hospitalized or who suffer from debilitating illness and are under a doctor's care and ordered not to attend school are required to provide the attendance secretary with written documentation from their healthcare provider to that effect.

Absences from class due to suspension are not considered part of the absence limitations. Students who are participating in or attending school-sponsored activities are considered present at school, and class absences incurred as a result of participation in or attendance at school activities do not count toward stated limits.

**Activity/Athletic Absence**

School sponsored activities are those where a student is on an official roster or participation list. Students engaged in school sponsored activities will not be counted absent at school. Completed permission forms must be turned into the sponsor one day prior to the activity.

**Activity/Athletic Participation**

Please refer to the Athletic/Activities section found later in the student handbook regarding participation in practices and/or performances when there is an absence during the day (see the Activity and Athletics sections starting on page 49).

### **Appointments During the School Day**

Parents/Guardians must call the attendance line in advance if their student needs to leave during the school day for an appointment. Written notes will not be accepted. In order to minimize classroom disruptions and expedite the student's release from class, such a call should be made with **at least one hour's advance notice** of the time the student needs to sign out to leave the building. In order for the absence to be excused the student must provide medical documentation or other information to document the appointment. The attendance line is available 24 hours a day with voice mail in English and Spanish at 402-763-4100.

### **College Visits for Seniors**

Seniors are urged to visit colleges during vacations or teacher instructional prep days. Parents/Guardians of seniors who wish to visit a college on days when school is in session must call in advance to inform the school in order to be excused. Contact should also be made with students' teachers so arrangements can be made in advance for collecting and completing homework during such an absence. See "Make up work due to absence" for further information.

### **Discontinuing Enrollment - 16 and 17 Year Old Students**

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll. (<https://www.education.ne.gov/aded/pdfs/NebraskaWithdrawalFromMandatoryAttendanceForm.pdf>) ([Board Policy 5001](#))

### **LEAVING SCHOOL DURING THE DAY**

Students are not allowed to leave the school building during the school day unless permission has been granted from an administrator or the school nurse. Students will not be allowed to leave the school premises without permission from the parents or guardian. This permission can be granted by a phone call to an administrator or the attendance secretary. Students who leave the building without permission and return to the building will be searched and other appropriate consequences assigned.

### **Lunch Skips**

A "lunch skip" is when a student who is not a senior with off-campus lunch privileges leaves the building without a parent or guardian physically coming into the attendance office and signing them out. Students who skip lunch may have consequences/interventions assigned such as car/bag searches, loss of privileges, detention(s), support group, suspension, up to mandatory reassignment from Ralston High School.

Students who have permission to leave campus for lunch (seniors with open lunch or those with *pre-arranged* appointments/parent pick-up) are expected to be on time for class following the lunch period.

### **MAKE-UP WORK DUE TO ABSENCE**

It is difficult to make up all work missed due to absence or suspension since student interaction, discussion, and laboratory experiments cannot be replicated. A student may be allowed to make up all possible classroom work when an absence occurs. Students may also make up any missed tests because of absences. **It is advisable for work to be completed prior to anticipated absences.** Under typical circumstances, the student should be allowed 2 days to make up work for each day of **excused** absence. Students who are absent due to a special request during the last 3 days of a term may not be allowed to make up final tests without advanced administrative approval.

Students will use their 1:1 device to email teachers about their absence and request make-up work.



## **PASSES**

Passes are issued to students by staff at their discretion. In order to obtain a pass from a teacher, students must request a pass through the E-Hall pass system (either on their chromebook or a classroom-designated device). Passes are only for the intended destination (i.e. bathroom, nurse, counselor, office). Passes may be restricted based on misuse or repeated rule violations. Students found in the hallway without a valid pass from a staff member or in an unauthorized or unapproved area will be subject to disciplinary action as determined by the administration.

## **Prearranged / Extended Absences**

Parents/Guardians must call the attendance office in advance of a planned extended absence from school, or as soon as possible in an emergency situation. Written notes will not be accepted. The attendance line is available 24 hours a day with voice mail in English and Spanish at 402-763-4100. Contact should also be made with students' teachers so arrangements can be made in advance for collecting and completing homework during such an absence. See "Make up work due to absence" for further information.

Students who need to miss the last 3 days of any term need to have administrative pre-approval in order to make up any missed final exam.

## **State Meet and Tournament Absences**

Students wishing to attend a state meet or tournament must have a parent/guardian call and give permission unless otherwise directed. Attendance will be coded as a "Family Reason". Students are expected to keep up with any class assignments missed and are responsible for making arrangements with their teachers in advance for collecting and completing homework for such absences. See "Make up work due to absence" for further information.

## **Unexcused Absences/Class Skip**

Students are expected to attend all of their classes each day unless excused by a parent/guardian or the student is on a school-sponsored activity. Students who miss class unexcused (class skip) will be subject to consequences/interventions such as car/bag searches, loss of privileges, homeroom intervention, detention(s), suspension, loss of class credit, up to mandatory reassignment from Ralston High School.

## **REPORTING ABSENCES**

When a student is absent from school, a parent or guardian of that student must call the school attendance number (402-763-4100) by 8:30 a.m. on the day of the absence. **Failure to call will result in the absence being recorded as unexcused. The absence will remain unexcused unless the parent/guardian calls the school by 3:00 p.m. of the school day following the day the absence occurred. NOTES WILL NOT BE ACCEPTED.** Messages can be left 24 hours a day on voice mail.

## **TARDY PROCEDURES**

Punctuality is a life skill valued by employers and society at large. In order to minimize disruptions to learning and to help students learn lifelong skills, Ralston High School expects students to be on time for school and on time for individual classes.

1. Students who are tardy to class will be marked accordingly by the teacher in attendance.
2. Any student who is more than 20 minutes late to a class period will be required to check in with the attendance office to receive an office pass to class.
3. Parents will receive frequent communication as students accumulate tardies to classes.
4. Tardies to classes will be handled in the following way

- Each time the student is tardy the teacher will conference and problem solve with the student. Teachers may assign consequences.
- Teachers will contact parents after 5 tardies or absences to a class to discuss a plan.
- Parent/Guardian listed as the primary contact will receive an email alert informing them of the tardy.
- Consequences for excessive tardies and/or absences may include loss of privileges, detention(s), suspension, being dropped from the class with a WF, and/or mandatory reassignment from Ralston High School will be assigned to students who accumulate multiple tardies to classes within a term semester.

### **SKIPPED DETENTION**

Students who miss an assigned detention may earn additional consequences up to and including mandatory reassignment from Ralston High School.

## **GENERAL EXPECTATIONS AND PROCEDURES**

The Ralston Public School District has an ongoing commitment to provide opportunities for all to become secure, self-reliant individuals who recognize the significance of their own lives and their ability to contribute to the lives of others.

### **ANIMALS ON SCHOOL GROUNDS (Policy 3046)**

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent except as provided in this policy. ([Board Policy 3046](#))

### **ANNOUNCEMENTS**

Announcements pertaining to general school business will be allowed as long as they apply to authorized Ralston High School organizations and activities. Announcements are published in multiple forms: student/staff email and web page. If an announcement is to be included, it must be in the office by noon the day before it is to be published. Announcements must be signed by the sponsor and an administrator.

### **AUTOMATED PHONE MESSAGES**

Ralston Public Schools will use its automated phone message system to relay important time-sensitive information to Ralston families. This information will include school closings for inclement weather. Please log into your RKids account to update changes to home, cell, work or other contact phone numbers as soon as these changes are made.

### **ALTERNATIVE COMMUNICATION METHODS**

Ralston High School strives to communicate well. You can expect to be communicated with in many different ways. Ralston Public Schools uses email, text messaging, mail, the District App, and social media, as other forms of communication. It is imperative that families maintain their RKids information with current email addresses, phone numbers and mailing address so that they can stay informed.

### **BACKPACKS / DRAWSTRING BAGS**

Students may carry a drawstring bag, backpack, tote bag, or purse at any time during the school day. Student bags are subject to search.

### **BUILDING HOURS / DOOR ACCESS**

Ralston High School is open to students from 7:30 a.m. to 3:20 PM. Students must exit the building by 3:20 p.m. unless they are under the direct supervision of a staff member.

For safety and security reasons, students must always enter/exit the main doors on the front side of the building. Students may use any exit at *the end of the official school day at 3:15*. Students leaving for appointments or for open lunch/campus privileges are expected to use the main doors on the front side of the building or risk disciplinary action up to and including losing their privileges. Additionally, disciplinary action up to and including suspension may be assigned for students who open secure doors for others seeking access during the school day.

### **Full Day Schedule**

**Mon (HR instead of WIN), Tue, Wed, Thur**

**Block 1:** 8:00-9:30 (90 minutes)

**Block 2:** 9:35-11:05 (90 minutes)

**Block 3:** 11:10-1:00 (110 minutes)

**Lunch 1:** 11:05-11:30 **Class:** 11:35-1:00 (85 min)

**Lunch 2:** 11:35-12:00 **Class:** 11:10-11:35 **and** 12:05-1:00 (80 min)

**Lunch 3:** 12:05-12:30 **Class:** 11:10-12:05 **and** 12:35-1:00 (80 min)

**Lunch 4:** 12:35-1:00 **Class:** 11:10-12:35 (85 min)

**Block 4:** 1:05-1:40 (35 min) (Monday - HOMEROOM, Tues/Wed/Thurs - WIN)

**Block 5:** 1:45-3:15 (90 min)

### **Early Release Schedule**

**Friday**

**Block 1:** 8:00-9:20 (80 minutes)

**Block 2:** 9:25-10:40 (75 minutes)

**Block 3:** 10:45-12:25 (100 total minutes)

**Lunch 1:** 10:40-11:05 **Class:** 11:10-12:25 (75 min)

**Lunch 2:** 11:05-11:30 **Class:** 10:45-11:05 **and** 11:35-12:25 (70 min)

**Lunch 3:** 11:35-12:00 **Class:** 10:45-11:35 **and** 12:05-12:25 (70 min)

**Lunch 4:** 12:00-12:25 **Class:** 10:45-12:00 (75 min)

**Block 5:** 12:30-1:45 (75 minutes)

**\*\*Important notes concerning Friday early dismissal PLC Schedule:** Teachers are unavailable for assistance after dismissal. Students need to leave the building unless they are with a coach or other supervising adult. Students will not be permitted to loiter in the halls or common during PLC meetings.

At certain times in the school year, the bell schedules may be altered due to school activities. During those times, students with open campus or release privileges **MUST ATTEND CLASSES ACCORDING TO THE ALTERED SCHEDULE**. Failure to do so may result in disciplinary action up to and including loss of the release privilege.

### **CLOSED CAMPUS**

Ralston High School operates as a closed campus with the following exceptions that are explained in further detail in the sections below:

- Senior Open Lunch
- Senior Open Campus
- Release Period

Those students who have permission to leave campus but choose to remain during their release periods are expected to report by the tardy bell and remain for the period to the library.

**Students may lose their privilege to leave the building and grounds for loitering in classrooms, the hallways, restrooms, commons, etc. or for other disciplinary reasons at the administration's discretion.**

### **Requirements for ALL Release Privileges**

- For safety/security reasons, students must exit/return through the main doors **only**.
- For safety/security reasons, students must be prepared to show their student ID leaving and returning every day. Students without their ID will NOT be allowed to leave – no exceptions.
- Students who choose to remain on campus during a release must report on time and remain for the duration of the period to the library or college/career center.
- Students may lose any privilege outlined for academic and/or disciplinary purposes at the administration's discretion. This includes, but is not limited to failing grades, exiting doors other than the commons, loitering in unapproved areas, class or lunch skips, taking those without privileges off campus, etc.
- Students should read, know and follow additional requirements specific to their privilege as outlined in the student handbook.

**Please note:** Seniors must be enrolled in 3 of 4 class periods per day in order to be eligible for commencement honors, many scholarships, college admissions and/or varsity athletic participation. ***It is ultimately the student and parent/guardian's responsibility*** to ensure the student is enrolled in and participating in the number of courses required for these purposes. Seniors on track for graduation may have one open period per semester with the approval of the counselor. Seniors in good academic standing who have met graduation requirements can apply for an additional open period through the office of the principal.

### **Senior-only Open Lunch**

Due to Federal lunch regulations, students who leave campus for lunch may not bring food or drinks back to the building from area establishments. All other students or seniors who lose their open lunch privilege for academic/disciplinary reasons must remain at school during their lunch period. Seniors who take underclassmen with them off campus can lose their open campus privileges.

### **COLLEGE AND CAREER CENTER**

The College and Career Center is provided to assist students in securing information about post-high school education and careers. The center is open daily.

### **COMMENCEMENT**

Commencement is a *privilege* arranged to celebrate students' successful completion of high school graduation requirements. Students who have failed to meet graduation requirements by the established deadline (communicated at the start of the year; typically 2-3 weeks prior to graduation) may be denied this privilege. At the Principal's discretion, this privilege may also be denied for disciplinary reasons. Any student attending in excess of 5 years will need Principal approval to participate in the graduation ceremony.

**COMMENCEMENT ATTIRE:**

Graduation apparel is limited to appropriate caps, gowns and honorary decorations designated by the school. All other apparel is not permissible unless cleared through the Superintendent's Office prior to graduation.

**DISCIPLINE, STUDENT ([Board Policy 5035](#))**

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504, and Title IX.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or their parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

**Makeup Work for Suspended Students**

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a parent or guardian at the time of suspension. Suspended students may not be required to attend the school's alternative program for expelled students in order to complete classwork or homework.

**Short-Term Suspension**

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if

such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what they are accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations or other forms of student work showing academic progress.

### **Emergency Exclusion**

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

### **Weapons and/or Firearms**

**Weapons.** No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

**Firearms.** No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

**Exceptions Regarding Firearms and Weapons.** The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or

2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

**Consequences - Firearm.** Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

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

**Confiscation of Firearms and Weapons.** Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. Any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

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

### **Long-Term Suspension**

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

### **Expulsion**

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of

education or a committee of such a board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.
5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept non duplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

#### **Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:**

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes; The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
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 (see also board policy on weapons and firearms);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults



or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

10. 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; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
  - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance, regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
  - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically); including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
  - h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
  - i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material

- in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violations of the district's acceptable computer use policy.
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon;
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation;
- n. Violation of the school's audio and video recording policy; and
- o. Any other violation of any board policy, handbook provision, or rule or regulation established by a school district staff member pursuant to authority delegated by the board.

### **Due Process Afforded to Students Facing Long-term Suspension or Expulsion**

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charges.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork.
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

#### **Reporting Requirement to Law Enforcement**

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

### **Emergency Exclusion (Board policy 6031)**

Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

- (a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- (b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

**Extension of Exclusion.** Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

**Notification of Student's Parent(s) or Guardian(s).** The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

**Opportunity to Request a Hearing.** The student's parent(s) or guardian(s) may submit a request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.

**Failure to Request a Hearing.** If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

**Appointment and Qualifications of a Hearing Examiner.** The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended

extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

**Hearing Examiner's Notice to Parent(s) or Guardian(s).** The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ten school days after the initial date of exclusion; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

**Continued Exclusion.** If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the Superintendent.

**Examination of Student's Records and Affidavits.** Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

**Attendance at Hearing.** The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

**Student's Witness(es).** The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

**Right to Know Issues and Nature of Testimony.** The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

**Presence of Student and Witnesses at the Hearing.** The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

**Sworn or Affirmed Testimony.** The principal or his or her designee shall present evidence supporting the recommended extension. Witnesses will give testimony under oath of affirmation, and may be questioned.

**Hearing Examiner's Report and Recommendations.** The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

**Superintendent's Decision.** The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by

registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

### **DISCIPLINE FOR OFF-CAMPUS BEHAVIOR**

Students may be subject to discipline for conduct that does not occur on school grounds, at a school-sponsored activity or athletic event, or in a school vehicle if such conduct causes a substantial or significant disruption to the educational process. Such discipline may include, but is not necessarily limited to: counseling of students; parent conferences; rearrangement of schedules; requirements that a student remain in school after regular hours to do additional work; restriction of extracurricular activity; requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation; in-school suspension; short-term suspension; emergency exclusion if the student's conduct presents a clear threat to the physical safety of themselves or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education; and/or any other consequence determined appropriate by the administration and allowed by law. The failure to serve or comply with the disciplinary consequences as directed will serve as grounds for further discipline, up to and including expulsion from school.

### **DANCES**

All students at Ralston High School are encouraged to attend dances held by our school. Students in good academic and behavior standing must complete the Dance Eligibility Form. In order to maintain a safe environment for all attendees, students and their guests may be subject to drug/alcohol screening checks and/or security wands prior to entry. Students who have been suspended or have been mandatorily reassigned will be ineligible to attend dances or social functions held within the suspension/reassignment time, and may be excluded from all dances held that year. Additionally, at the administrator's discretion, students who have repeated disciplinary/attendance/tardy infractions may be ineligible to attend. Students who are academically at risk in the weeks leading up to a dance may be ineligible to attend. **All students and guests must present identification prior to admittance to any dance sponsored by Ralston High School.**

#### **Outside Dates:**

1. All outside dates must be registered a minimum of 3 school days prior to the dance.
2. Anyone not registered the night of the dance will not be allowed entry.
3. One outside date per RHS student.
4. If the outside date is removed from the dance, the RHS student who brought him/her will also be removed.
5. All dance attendees will follow all school rules, regardless of age.
6. Dates must be a current high school student, or a recent graduate under the age of 21.

#### **Dress Code:**

1. If a supervisor deems clothing inappropriate, the student will need to change, add clothing to what they are wearing, or be removed from the dance.

#### **Dance Behavior:**

1. If dancing is inappropriate, the student(s) involved will be asked to leave without additional warning or refund
2. All students need to make ride arrangements to be picked up at the conclusion of the dance. Any student on school grounds 30 minutes following a dance may be prohibited from attending the next school dance.

### **Eligibility Requirements for Dance Royalty**

Seniors who are in their 4th year of high school are eligible for Homecoming or Prom royalty provided they meet the following conditions as confirmed by the administration:

1. Have been involved in at least two (2) school-sponsored activities during high school.

2. No suspensions during the current school year.
3. Seniors can be on the court for any or all dances until they have been named King or Queen.

### **DRESS CODE**

***School is a place for serious work and study and a student's dress should contribute to that environment. The responsibility for adherence to the dress and grooming of a student rests primarily with the student and their parents or guardians.***

#### **Allowable Dress & Grooming**

- Students must wear clothing including both a shirt with pants or skirt, and shoes.
- Clothing must cover undergarments and waistbands
- Fabric covering all private parts (breasts, genitals, and buttocks) must not be see through.
- Upper body articles should cover the body from both shoulders to the waist. Shirt straps must be approximately one inch or wider.
- Pajamas, blankets, bathrobes, and slippers are not to be worn during school.
- Clothing that has the potential to create a safety or health risk: chains, dog collars, or sharp objects are not to be worn to school or during activities.
- Headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies are not allowed. Any headwear must allow the student's face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, woodshop, and other activities where unique hazards exist.
- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing cannot be gang-affiliated.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

### **ELECTRONIC DEVICES**

Our primary concern is the academic success of students since the misuse of electronic devices can interfere with student learning. We also understand the need for parents to occasionally contact their student; however, it is best to call the office and a note will be sent to the student. **Students are not allowed to check their device or respond to parent contacts during class time. Students are not allowed to have headphones in their ears during class time, as it distracts from learning and teaching. Students will be required to keep all non-school issued electronic devices turned off and in backpacks or turned into the phone lockbox in the classroom upon entering. Students may not keep phones on their desks, in their pockets, or on their laps. Phones can be used inappropriately as tools for cheating, and this ensures all students have a fair and equitable experience.** The following rules will govern the use of electronic devices at the high school:

1. Students must follow the school electronic policy as stated above. Staff may confiscate electronic devices and or headphones if students fail to comply with those expectations. Students who refuse to turn their electronic devices over to the teacher will be sent to the administrator's office and a parent will be contacted.
2. Electronic devices may be used before and after school, during lunch, and during passing periods.
3. Electronic devices may NOT be used in the theater, when guest speakers are presenting, during school assemblies or other times as announced.

4. Students must discontinue use of any electronic device when so instructed by any staff member at any time during the school day;
5. Electronic devices that are confiscated by staff will be returned to the student at the end of the class period.
6. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

**Student 1:1 Chromebook.** Please refer to the Ralston Public Schools Chromebook Usage Handbook. The complete Ralston Public Schools Chromebook usage handbook can be found on page 87. Personal laptops or tablets are not permitted during the school day as all students have been provided with a school-issued device.

### **EXPECTATIONS OF COMPLIANCE**

It is the expectation that all students follow the explicit directives of the school staff. Any student who willfully disregards directives is subject to disciplinary action.

It is also the expectation that students will engage respectfully and answer direct questions from staff members. Students who fail to properly identify themselves to staff members when asked are demonstrating noncompliance.

Students who ignore directives or are non-compliant will be subject to consequences up to and including mandatory reassignment from Ralston High School.

### **FIGHTING**

Fighting (verbal or physical) or instigating a fight will not be tolerated. Being involved in a fight may result in consequences up to and including reassignment/expulsion and legal authorities being involved.

### **FIRE AND DISASTER DRILLS**

We at Ralston High School take the safety and security of our students and staff very seriously. As a result, we have instituted a safety plan that we feel will be very beneficial in the event that an emergency situation would occur at any of our schools. Included below, you will find a web link for the safety system referred to as the Standard Response Protocol or SRP. The SRP system has been incorporated into several school districts in the Omaha Metro area.

At RHS we will practice evacuation drills, sheltering in place drills, and lockdown/lockout drills over the course of the school year. We provide this information to you so you have knowledge of our plan and have an idea of how our school will respond in the case of an emergency.

### **Reunification Plan for Ralston High School**

In the event of an emergency that would require the evacuation, RHS students and staff would report to the reunification sites listed below. If an emergency were to occur we would attempt to communicate with our parents through the use of our mass call/email/text program to provide updates along with instructions on how best to help us navigate the emergency. We will need to account for each student during the time of reunification, please prepare yourself mentally that there will be a check-out procedure for each student that we will run as efficiently as possible. While we hope that we will never have to use this reunification plan, we feel that preparation is the key to best managing an emergency event.

Ralston High School - Liberty First Credit Union Arena at 7300 Q Street.



### **FIREWORKS, SMOKE BOMBS, ETC.**

The school will have a zero-tolerance level for any fireworks, smoke bombs, or any other such disruptive products. Any such offense may result in consequences including, but not limited to suspension and/or recommendation for reassignment/expulsion, and law enforcement being involved.

### **FOOD AND BEVERAGE**

Food and drink may not be taken out of the cafeteria without a pass. Pre-packaged food and bottled water may be allowed in classrooms and carpeted areas at the teacher's discretion. Students are responsible for disposal and clean-up associated with food/drink.

Deliveries of food from local establishments to students during the school day are not allowed.

### **FUNDRAISING ACTIVITIES/CANDY SALES**

No fundraising activities will be sponsored without the Athletic/Activity Director's consent.

### **HALL REGULATIONS**

Students will be allowed in the halls only during passing periods or with a pass.

### **COMPLAINT PROCEDURE**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant reasonably believes speaking directly to the person would subject the complainant or the complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
  - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

- b. Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
- a. Determine whether the complainant has discussed the matter with the respondent.
    - i. If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
    - ii. If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
  - b. Strongly encourage the complainant to reduce his or her concerns to writing.
  - c. Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
    - i. All relevant details of the complaint;
    - ii. All witnesses and documents which the complainant believes support the complaint;
    - iii. The action or solution which the complainant seeks.
  - d. Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply:

- a. The appeal must be in writing.
  - b. This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
  - c. For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
  - d. The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
- a. When the complaint is about a board policy, not implementation of the policy
  - b. When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
  - c. When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d. This appeal must be in writing.
- e. This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
- f. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
- g. The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board

president shall submit the decision within 180 calendar days after receiving the written appeal.

- h. There is no appeal from any decision of the board unless authorized by law.
6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a. Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
  - b. Determine whether the complainant has discussed the matter with the superintendent.
    - i. If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
    - ii. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
  - c. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
  - d. Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
  - e. Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

**No Retaliation.** The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

**Special Rules Regarding Educational Services and Related Services to Students with Disabilities.** Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided to a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special

Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

**Bad Faith or Serial Filings.** The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints...

- a. without a good faith intention to attempt to resolve the issues raised;
- b. for the purpose of adding administrative burden;
- c. at a volume unreasonable to expect satisfactory resolution; or
- d. for purposes inconsistent with the efficient operations of the district

may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

### **HARASSMENT**

The school will have a zero-tolerance level for any harassment toward any student or adult. Harassment consists of verbal or physical behaviors related to a person's gender, race or sexual orientation which creates an intimidating, hostile, or offensive environment. Conduct, such as intimidation, hostility, rudeness, or name-calling can be abusive and, therefore, harassment. (Reference. Title VII, Sec. 703 Civil Rights Act of 1964 - revised Civil Rights Act of 1991)

Consequences for harassment may result in consequences up to and including reassignment/expulsion and legal authorities being involved.

### **BULLYING (Policy 5054)**

**Definition of Bullying.** The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

**Bullying Prohibited.** Students are prohibited from engaging in any form of bullying behavior.

**Disciplinary Consequences.** The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or their designee, or

at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in bullying behavior, may be subject to discipline to the extent permitted by law.

## **Sexual Discrimination and Sexual Harassment of Students ([Policy 5026](#))**

### **I. Sex Discrimination**

- A. The district prohibits discrimination on the basis of sex in any educational program or activity except when it is necessary to accomplish a specific purpose that does not impinge upon essential equality or fairness in the treatment of students or employees. Employees are required to comply with this policy as well as with Title IX of the Education Amendments of 1972 and the regulations of the U.S. Department of Education as applicable to this district.
- B. Any individual who believes they are being discriminated against on the basis of race, color, national origin, sex (including pregnancy), gender identity, gender expression, sexual orientation, religion, marital status, disability, age or any other classification protected by applicable local, state, or federal laws may seek relief by filing a complaint pursuant to the board's complaint policy or contacting the district's Title IX coordinator.

### **II. Sexual Harassment**

- A. Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment of its students, even when the affected student does not complain to the faculty or the administration.
- B. Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:
- C. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.
- D. A student who feels they have been sexually harassed should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, principal or counselor with whom they feel comfortable.
- E. Retaliation against students who make good faith reports of sexual harassment is prohibited.

### **III. Disciplinary Decisions**

- A. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.
- B. All complaints against staff members will follow the investigation, decision, and appeal process established in the district's complaint policy.

- C. Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct, as established in the district's student discipline policy.

## **HEALTH SERVICES AND REGULATIONS**

### **MEDICAL**

A school nurse or health aide is available at all times during the school day. If a student is not feeling well during school hours they should:

-Tell the teacher and obtain a pass to the Health Office, you must have a pass to go to the Health Office. Please do not go to the Health Office during passing periods.

-When, because of illness or injury to a student, it becomes inadvisable for the student to remain in school, a parent/guardian will be contacted by telephone and requested to come to school to pick up their student. If a parent/guardian can not be contacted, the emergency number that has been furnished to the school will be used. The person picking up the student must do so **within one hour of being contacted.**

-If parent/guardian/emergency contact can not be contacted and it is the opinion of the school officials that further medical aid is needed immediately, a rescue squad will be called, at the parents' expense, and the student will be transported to the nearest hospital.

-Under no circumstances will an ill or injured student be allowed to leave school on their own without parental permission.

### **FIRST AID**

The school attempts to provide a safe environment for your child. First aid will be administered when appropriate. Any treatment beyond first aid is the responsibility of the parents.

### **IMMUNIZATIONS**

Nebraska School Law (79.217-223) requires that all students be immunized against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, mumps, Hepatitis B, and 2 doses or year of infection for Varicella **PRIOR TO ENROLLMENT**. Affidavits for religious or medical reasons are available in the school office.

All students will need to have on file at least 3 DTP, 3 Polio, and 2 doses of MMR (Measles, Mumps, and Rubella) immunizations; 3 doses of pediatric hepatitis B vaccine, or, if the alternate hepatitis B vaccination schedule is used, 2 doses of a licensed adult hepatitis B vaccine specified for adolescents 11-15 years of age, 2 doses or year of infection for varicella (chickenpox).

Kindergarten, seventh grade and all out-of-state transfer students are required to have dates on file for the following immunizations: 3 DTP, 3 Polio, 2 MMR, 3 Hepatitis B, 2 doses or year of infection for varicella (chickenpox). 7th Graders are required to have an additional Tdap booster (contains Pertussis booster).

Please review your child's records to make sure your child has obtained the needed immunizations prior to enrollment. Please check with your child's physician or contact the Douglas County Health Department for information on immunization clinics that are available (444-7213). You may also contact the school nurse if you have questions regarding the law or need assistance in getting your child's immunizations.

Nebraska School Law dictates that your child will not be able to enroll unless dates of

immunizations are provided to the school at the time of enrollment.

### **MEDICATION**

#### **Administering Medication to Students**

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled Methods of Competency Assessment of School Staff Who Administer Medication), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

#### **1. Prescription medication**

- a. Parents/guardians must provide a physician's written authorization for the administration of the medication.
- b. Parents/guardians must sign an Authorization for Medication form provided by the school.
- c. The medication must be brought to school by a responsible adult in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

#### **2. Nonprescription/over-the-counter medication.**

- a. Parents/guardians must provide a physician's written authorization for the administration of the medication. These include, but are not limited to, pain relievers, cold medicine, allergy medicine, etc..
- b. Parents/guardians must sign an Authorization for Medication form provided by the school.
- c. The medication must be brought to the school by a responsible adult in the manufacturer's container, and will be kept in the Health Office.
- d. The container must be labeled with the child's name and with directions for provision or administration of the medication.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

At the end of the school year, if there is any medication leftover, a responsible adult must pick this up from the Health Office. Any medication left after the school year has completed, will be properly disposed of.

The district will not purchase, prescribe, or provide any form of medication to any student.

The district will stock and use naloxone, when necessary in accordance with policy 3051.

### **PHYSICAL EXAMINATIONS**

The State of Nebraska requires a birth certificate and evidence of a physical examination by a qualified physician for all incoming kindergartners, seventh graders, and all out-of-state transfer students.

Kindergarten students are required to have an eye examination by a qualified medical professional prior to enrollment.



Evidence of a physical examination must be dated no more than six months prior to entrance, and must be on file prior to the first day of school. **This is a state law.**

If there is an objection to a physical examination, a refusal form must be signed and dated at the school by the parent/guardian.

### **CHRONIC CONDITIONS**

It is the parent/guardian's responsibility to notify the school health office of any chronic conditions that students may have including, but not limited to, asthma, allergies, diabetes, heart conditions, lung conditions, or seizures. The school may require a physician's order for treatment or a signed emergency action plan to assist staff in managing these chronic conditions at school. Also very important, is to keep the school notified of any changes in the student's condition.

### **COMMUNICABLE DISEASES**

The School District of Ralston will use the communicable disease regulations set up by the State of Nebraska and local Health Departments concerning children with communicable diseases and their attendance at school.

### **SUMMARY OF COMMUNICABLE DISEASES AND CONTAGIOUS CONDITIONS**

#### **Fever**

Children will be sent home if they have a fever of 100 degrees or higher. Students must stay home the entire next day before returning. For example, if a student is sent home with a fever on Monday, they must stay home all of Tuesday and are able to return Wednesday.

#### **Vomiting**

Children will be sent home if they vomit due to illness. Students must stay home the entire next day before returning. For example, if a student is sent home on Monday, they must stay home all of Tuesday and are able to return Wednesday.

#### **Chicken Pox** - By direct contact and airborne spread.

Approximately 2 weeks, but may be as long as 3 weeks, after exposure a susceptible person may be expected to "break out" with their first crop of blister-like eruptions. New eruptions can be expected to continue for 3-4 days. Students will be excluded from school for 7 calendar days, starting from the time of the first eruption. Due to the degree of severity, the student may stay out of school longer. Students may be sensitive to their appearance even when they are no longer contagious, causing their absence to be longer than 7 calendar days. Secondary infections after apparent recovery may occur. Cellulitis (skin disorder) and Bacteremia (blood poisoning) are the most common kinds of secondary infections. Complications as described below with measles may also occur.

#### **Measles** - (Rubella, Red or Hard Measles) By direct contact, droplet spread and less commonly by airborne spread.

Approximately 10 days after exposure a susceptible person may develop a fever. Within 2-3 days a red blotchy rash will develop, usually starting on the face and neck and becoming generalized. A dry, hacky cough will develop at the same time. This is a serious disease. Students are excluded from school until the 7th day after the initial appearance of the rash. Parents should be cautioned not to send children back to school too soon as complications such as ear infections leading to hearing loss, decreased visual acuity, pneumonia, and encephalitis are not uncommon.

#### **Mumps** - By direct contact and droplet spread.

Approximately 18 days after exposure a susceptible person may develop a fever and swelling or tenderness of one or more salivary glands. Students are excluded from school for 9 calendar days from the onset of swelling; complications may occur as above plus some including reproductive

organs.

**Rubella** - By direct contact and droplet spread, may be airborne. (German or 3-day Measles) Approximately 18 days after exposure a susceptible person may suffer from a low-grade fever, headache, feeling sluggish and cold-like symptoms. Most victims will manifest a rash. Diagnosis may be difficult if a rash is not present. Students should be excluded for 5 calendar days after onset of rash. This disease is highly contagious, but usually mild.

**Impetigo, Scabies, and Ringworm**

To be excluded from school upon recognition. To be readmitted when there is no longer evidence of contagion, or upon a written statement from the physician or phone call from the doctor's office indicating that the condition is under treatment and no longer considered contagious.

**Pediculosis** - (Head lice)

To be excluded when live vermin are present. To be readmitted the morning after treatment is started. Treatment consists of lice shampoo and nit comb. Eggs must be removed prior to the child returning to school. All family members and close contacts that attend school may be inspected by the nurse.

**Pinkeye**

To be excluded from school upon recognition. May return with a written doctor's statement or phone call from the doctor's office after prescribed treatment or when the eye is normal in appearance.

**Fifth Disease**

To be excluded upon recognition. May return with a written doctor's statement or phone call from the doctor's office. Characteristically begins on the face and classically produces an intensely red "slapped cheek" appearance. A lace-like rash may appear on the trunk and upper extremities.

**HOMEROOM**

Each student will be assigned to a Homeroom led by a certified teacher. All students are expected to report to Homeroom. The homeroom groups will meet regularly once a week for activities that include, but are not limited to: character development and career planning curriculum, team-building activities, announcements and voting (class officers, dance royalty, etc.). Attendance is required for homeroom as it would be for any other scheduled class and consequences assigned accordingly for tardies and/or failure to attend.

**IDENTIFICATION CARDS**

All Ralston High School students will be issued a digital ID Card (students who do not have a cell phone can be issued a physical card). The unaltered ID card will be used for student identification, activity card status, lunchroom account use, library use, and other general purposes at school and school events. These pictured cards will be issued at no cost. All ID Cards are the property of RHS and are kept by the student until the end of the school year.

All students must have the ID Card in their immediate possession when they are in school or at school events. Students must present their ID when requested to do so by a staff member. Students without an unaltered ID Card or students refusing to show an ID Card to a staff member may be referred to the office for administrative disciplinary action.

Students may be asked to show their ID at the security camera when requesting access to secured doors during the school day. Students may be asked to show their ID for entrance to games and activities.

Lost physical ID cards should be reported to the main office and a replacement will be issued for a charge of \$5.00.

## **INTERNET AND COMPUTER ACCESS (Policy 5037)**

### **I. Student Expectations in the Use of the Internet**

#### **A. Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects. Students may use the Internet to gain access to information about current events.
3. Students may use the Internet to conduct research for school-related activities.
4. Students may use the Internet for appropriate educational purposes.

#### **B. Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in online auctions, online gaming or mp3/mp4 sharing systems.
5. Students shall not disclose personal information, such as their name, school, address, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

### **II. Enforcement**

#### **A. Methods of Enforcement**

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district.

Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

**B. Consequences for Violation of this Policy**

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

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

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

**POLICY 3059: AUDIO & VIDEO RECORDING**

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used by students for personal academic purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

**Secret Recordings.** No person is permitted to make surreptitious recordings on school grounds unless authorized by the superintendent.

**Recordings Made by The District.** The district may use cameras or other devices for purposes of making security, safety, or other recordings when such recordings are deemed necessary or appropriate by an authorized representative of the district. The district will not maintain recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately may only be accessible by the authorized representative for a limited time. Recordings made by the district may be destroyed by an authorized representative at any time unless retention is required by law.

**Recordings Made by Parents/Guardians and Patrons.** Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they

are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may record meetings with administrators or staff, including meetings related to a student's IEP or 504 plan, if prior notice is given to school administration. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

**Recordings Made by Staff.** Staff members may make recordings of classroom instruction, student behavior or performance, and school activities without prior administrative approval only for legitimate educational purposes. Staff members may not make secret recordings while on duty, even if those recordings do not violate state or federal criminal or privacy laws. Staff members who violate this provision may be subject to consequences up to termination for classified staff and cancellation of contract for certificated staff.

**Recordings Made by Students.** This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g., AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

### **LOCKERS**

At the beginning of the school year, students may request a locker from the main office. Students may **NOT** switch lockers with another student without permission from the office. Sharing of lockers is not allowed. All lockers are the property of the school and are available to students for their use. As school property, lockers are subject to inspection/search at any time by school officials. Students should not expect privacy regarding any item placed in a locker. Students are responsible for whatever is contained in their lockers.

Students should not give locker combinations to anyone, and should not keep valuable items in a school locker. The school cannot assume any liability for loss or theft of a student's money or valuables.

### **LUNCH**

Each Ralston High student will be provided with a 30-minute period for lunch. Students must report to and remain in one of the designated lunch areas. Students must request a pass to leave an area once they have reported to that location. No food from outside establishments is permitted in the building.

Students are expected to behave with respect, responsibility and safety in mind during the lunch period. This includes picking up their table/space. Students who leave trays/food/trash behind or otherwise cause disruption in the cafeteria will be subject to disciplinary action, up to and including mandatory reassignment from Ralston High School.

Students must have their ID Card with available funds in the account to purchase lunch, or pay with cash. Households are expected to maintain a positive school meals account. All meals

are charged to each student's meal account and must be paid for. Any student with a negative meal account will not be allowed to purchase ala carte food items, such as additional entrees, bottled water, etc. Students who fail to carry their ID card when entering the cafeteria will be expected to wait at the end of the line and utilize a specified checkout station so their identity can be verified prior to funds being charged. Students who have their ID will be allowed to access the serving area first and scan their cards at checkout stations for faster service.

### **IDENTIMETRICS FINGER SCANNING**

The Ralston Public Schools use a finger scan system to provide security for your students' meal account. All students are assumed to be eligible to participate in this system unless notified by the parent/guardian that they wish to exclude their student. All parents/guardians wishing to exclude their student from this program should contact their school secretary and request exclusion.

### **USDA NON DISCRIMINATION STATEMENT**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. Email: [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

### **MAKE-UP WORK DUE TO SUSPENSION**

Refer to section DISCIPLINE, STUDENT on page 19.

### **MEDIA CENTER / LIBRARY**

#### **General Information and Expectations**

1. The library is open from 7:30 a.m. until 3:20 p.m. when school is in session.
2. Books may be checked out for a three-week period.
3. Back issues of magazines may be checked out for a three-week period. Current magazines must be read in the library.

4. A total of 10 items can be checked out at one time.
5. Students must use their student I.D. to check out materials. Students are responsible for any late, lost, or damaged materials checked out in their name.
6. Students should not check out books for another student using their ID.
7. Students must have a pass to be in the Library during school hours, unless they are with their class or have Open Campus.
8. Food, drink, and electronic devices are only allowed in the Media Center area with advanced staff permission.

### **NATIONAL HONOR SOCIETY**

To apply for consideration for membership in National Honor Society:

1. Student must be a junior or senior with a *cumulative* GPA of 3.5 or higher.
2. Student must complete a National Honor Society resume listing at least 2 school activities.
3. Juniors must have 20 hours of approved community service turned in by mid October; Seniors, 30 hours.
4. Student must acquire validation of outstanding leadership and character on forms filled out by adult leaders.

### **PARKING**

Students are allowed to park in the East parking lot in designated areas with a parking permit. Students are **NOT** allowed to park in the staff lot or other non-designated areas around the building.

To secure a permit for a parking space, students must show a driver's license, complete an application, and purchase a permit for \$25.00. The parking permit must be visible from the aisle. The car will be ticketed if parked in a non-designated area and if the permit is not displayed. Failure to pay fines within one month may result in the parking privilege being revoked. The permit is valid only for the vehicle for which it is issued. Disregarding parking areas or willful reckless driving may result in ticketing, towing, or loss of parking privileges.

Students should keep cars locked at all times. The school cannot assume any liability for damage or theft to vehicles parked on school property.

### **PERSONAL PROPERTY, STUDENTS**

The school does not assume responsibility for lost or stolen personal property. A report may be filed with the school resource officer.

### **PHYSICAL EDUCATION, MEDICAL EXCUSES**

Any student who must be excused from physical education classes for a day must secure a medical excuse form from the school nurse prior to the period to be missed. Parent/Guardian permission must be given. The student must attend the class period, but need not follow the rigorous activities for the day. Students who miss physical education classes in such fashion may lose points and/or be expected to make up the missed time. A student may be given the opportunity to complete alternative assignments, if they are medically excused from physical activity.

### **PLAGIARISM & ACADEMIC DISHONESTY**

Plagiarism is a form of copying another's work and using it as one's own. Plagiarism shall be considered an academic offense in any Ralston High School class. Any student found guilty of plagiarism shall be penalized. Penalties may include a failing grade for the assignment and other appropriate consequences.

#### **Examples of plagiarism & Academic Dishonesty**

- Copying and pasting a passage of text unchanged from an internet or online resource without citing the source.

- Copying slides from another student's Presentation and including them in your project.
- Copying pictures from Google Images and inserting those into your paper or project without citing the source (photographer's credit or location where the picture was found).
- Copying word-for-word from a printed resource (encyclopedia, magazine, etc.) and claiming it as your own.
- Copying an idea or format for a story or poem and claiming it as your own.
- Submitting work that was created through artificial intelligence.
- Allowing a student to copy your work or submit your work as their own.
- Cheating on a test, quiz or assignment.
- Additional instances as determined by the teacher or administrator.

### **POSSESSION OR USE OF TOBACCO PRODUCTS**

The use or possession of any tobacco products, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time (Policy 3016).

Any student caught in violation of this policy may be assigned consequences up to and including mandatory reassignment from Ralston High School. Additional disciplinary action may be invoked for students involved in extracurricular activities or athletics (refer to the activities/athletic portion of the handbook).

### **POSSESSION OR USE OF ALCOHOL AND/OR OTHER DRUGS (Policy 5035)**

When a student is found using, possessing or under the influence of alcohol, marijuana, unauthorized prescription or OTC drugs, or other illegal drugs including paraphernalia or look-alikes either at school or at school related functions, whether they take place during the school day or at sporting events, dances, plays, intramurals, or retreats held outside the school day, on or off campus, the following disciplinary actions may be taken and law enforcement notified.

1. **Sanctions on School Grounds or at School Events**
  - a. **First Offense.** Suspension from school for 5-19 days. Parents/Guardians, at their own expense, may choose to enroll their student in a District approved drug/alcohol education program. Legal authorities will be contacted. (79-293 Reissue 1996)
  - b. **Second Offense.** Mandatory reassignment/expulsion. Legal authorities shall be contacted. (79-267(6), 293 Reissue 1996).

### **POSTERS & SIGNS**

A sponsor and an administrator must approve all posters and signs before they can be displayed or distributed. Display areas are provided. ONLY painter's tape may be used to hang posters in the building.

### **R-KIDS**

RKIDS is the school management portal for student information. Parents will be provided a username and password for their student's RKids account. Parents are encouraged to monitor their student's progress. Parent may contact the main office to set up an RKIDS account to access students' grades, assignments, and attendance.

### **RESTROOM EXPECTATIONS**

Stalls are for single use only and may not be occupied by more than one person at a time. In order to ensure safety and proper use of the restrooms, there is a maximum of 6 people in a restroom, with the understanding that others need to use the facility, which should not be used



for eating, drinking, or socializing. Food and drink are NOT permitted in the bathroom. Cell phone usage is not permitted in the restroom.

### **SCHEDULE CHANGE AND WITHDRAWAL FROM CLASS**

Due to the time spent with the Individual Learning Plans and the focus spent on planning for a career, along with the commitments to hiring and resources being based on students' course requests, there are only a few ways a schedule will be changed: if there is an irresolvable conflict caused by the master schedule; if there was an "F" in the specific curriculum area on the previous report card; if a student picks up an approved class from Metro, UNO, or an internship; if the student is scheduled into a course for which credit was previously earned; if a course has been scheduled out of sequence (ex. French 2 before French 1); if a Senior is missing a class required for graduation. These changes *should* be made in advance of the start of the semester, but must otherwise be made within the first TWO DAYS of the semester .

Students' schedules will not be changed to secure a late start/early release or to leave early for work; to request a specific teacher; drop a semester/year long course prior to completion; to request a specific lunch period; to match a friend's schedule; drop a course that was requested to improve GPA and/or take a different course to raise GPA; drop a course to sign up for an online class instead; or drop a course that was requested because the student no longer "needs" the credit or has "lost interest" (students are encouraged to take a full load of classes to earn more than the minimum 240 credits required for graduation). Any requests for such schedule changes need to be directed to the counseling department prior to August 1.

After the second day of class, consideration will be given only to students who are academically misplaced. In rare circumstances during a semester, a parent may wish to withdraw their student from a class against the educational recommendations of the high school counseling staff and administration. These students will be dropped with a "WF" for the semester that counts against the student's grade point average.

### **SEARCHES**

School representatives may search students, lockers, personal belongings, and vehicles that students drive to school when there is reasonable cause. This includes but is not limited to, clothes, book bags, purses, books, and gym bags. A metal-detecting wand may also be implemented.

### **SECURITY AND SAFETY**

The Ralston High School administration and staff take building security very seriously. To ensure that our building is as safe as possible, the following behaviors and actions will not be tolerated:

- Propping open external doors
- Letting people into the building by opening a door - all students who arrive after the start of the school day, as well as all visitors to the building, are expected to enter through the front security entrance. Any student who lets another person (whether it be a student or visitor) into the building by bypassing this system is in direct violation and will face disciplinary action
- Using non-approved exits from the building for open campus privileges
- Concealing or restricting one's appearance with hoods, non-medical face coverings, etc
- Students who are in unsupervised areas that are not intended to be occupied
- Other behaviors or actions that could potentially compromise the integrity of the building's safety

Violations could result in consequences up to and including mandatory reassignment from Ralston High School.

### **SKATEBOARDS, BICYCLES AND "HEELYS"**

Skateboards are not permitted in the building. Students who bring skateboards to school will be required to check them into the office or store them in their locker immediately upon arrival. Skateboards are not allowed to be ridden outside on the sidewalk or in the parking lot.

Bicycles are to be left outside and locked up. It is the student's responsibility to provide a lock and to lock the bike up.

Heelys or other wheeled shoes are not permitted.

### **TELEPHONES**

There is a dedicated phone for student use in the counseling office.

### **TESTING POLICY OF RALSTON PUBLIC SCHOOLS ([Policy 6004](#))**

Ralston Public School follows the required state guidelines for standardized testing. The Board of Education shall receive an annual written report consisting of the results of all components of the school system performance program including, but not limited to, standardized norm-referenced assessments, criterion-referenced assessments, student performance, school system demographics, financial information, follow-up studies of graduates, and learning climate surveys. These reports shall be made available to all patrons of the district.

Copies of the most recent standardized and criterion-referenced tests used in the district will be available for parental/guardian review. Requests should be made to the building principal. In the case of secure tests, such as the ACT, parents/guardians must contact the publisher.

1. Parents/guardians may obtain individual test results of their child by contacting the teacher or building principal.
2. Building principals will excuse a student from specific tests through a written request by the student's parents/guardians when they object on political, moral, or religious grounds.

Parents may opt their student(s) out of mandated assessments. To opt out of a state mandated assessment a parent/guardian must provide a written notification to the school principal prior to the beginning of the assessment window.

### **THEFT**

Any theft or attempted theft of school, student, or school employee property that occurs on school grounds or at a school activity may result in consequences including, but not limited to suspension and/or recommendation for reassignment or expulsion. Legal authorities will be contacted.

### **TRANSFER OR WITHDRAWAL FROM SCHOOL**

If a student moves to another city, transfers to another school, or withdraws, they must obtain a withdrawal slip from the office. All textbooks and other materials belonging to the school must be checked in and fees paid before the student is released. School files or records concerning a student will be provided at no charge, upon request of the principal, to any public or private school to which the student transfers.

### **VENDING MACHINES**

Vending machines are placed in the building for students' convenience. **Ralston High School is not responsible** in any way for the machines' malfunctions. Students are expected to dispose of containers and wrappers in the waste receptacles provided. There are no refunds given on machine malfunctions. Vending machines are available before 7:50 and after 3:15 each day.

### **WEAPONS AND FIREARMS**

#### **Weapons**

No person may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. ***Definition of Weapon.***

The term “weapon” means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

### **Firearms**

No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

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

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

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers’ Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training;
2. The possession of firearms by peace officers or other duly authorized law enforcement officers

The carrying of firearms by qualified law enforcement officers or qualified retired law enforcement officers carrying pursuant to 18 U.S.C. 926B or 926C, respectively, as such sections existed on January 1, 2023

3. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
4. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;
5. Firearms contained within a private vehicle operated by a nonstudent adult that are not loaded and are enclosed in a case or are in a locked firearm rack that is on a motor vehicle; or
6. A handgun carried as a concealed handgun by a nonstudent other than a minor or prohibited person in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area.

**Consequences.** In the event a person violates this policy, the school may:

- Make a report to law enforcement;
- Ban any violator from school grounds, school vehicles, or school events for any time period it deems appropriate; and/or
- Take any other action allowed by law.

### **ACADEMIC WIN TIME**

This time is designated for intervention and extension for student learning. Students who are identified by their teachers/staff needing academic or social emotional intervention will be assigned to those sections. Students who are not assigned for intervention will be able to select sessions, extensions or study halls. Students must attend WIN time.

## **ACTIVITIES AND ATHLETICS**

### **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. Students who participate in extracurricular activities are subject to the rules, regulations, and stipulations in the entire student handbook. Students who violate the student handbook and/or the law of the state of Nebraska are subject to consequences up to and including not being allowed to participate in extracurricular activities.

### **ATHLETIC and ACTIVITY OFFERINGS**

- **Fall Sports:** Volleyball\*, Football\*, Softball\*, Boys Tennis\*, Boys and Girls Cross Country\*, Girls Golf\*, Unified Bowling\*
- **Winter Sports:** Boys and Girls Basketball\*, Boys and Girls Wrestling\*, Boys and Girls Swim and Dive.\*
- **Spring Sports:** Baseball\*, Boys and Girls Soccer\*, Girls Tennis\*, Boys Golf\*, Boys and Girls Track.\*
- **Clubs and Activities:** Art Club, Cheerleading, Dance, Class Officers, Color Guard, Debate\*, DECA, Drama, FCA, FCCLA, FFA, Green Club, HOSA, Instrumental Music\*, NHS, Speech\*, Student Council/Rambassadors, Thespians, Vocal Music\*, Yearbook, Educators Rising, Skills USA, E-Sports, RAMclucity.

Note: Sports and activities with a \* are NSAA sanctioned activities and are subject to the by-laws of the NSAA. The NSAA bylaws can be found at [nsaahome.org](http://nsaahome.org). Club offerings can change depending on participation numbers and other factors.

### **ACTIVITY TICKETS**

Any Ralston Student can purchase an activity ticket that will allow admission into all home athletic events with the exception of conference and/or district tournaments. All students who participate in extracurricular activities must purchase a Student Activity Ticket. These cards are not transferable and refunds will not be made. Students abusing the use of these cards may lose their privileges. Lost cards should be reported to the office and a new one will be issued for a charge of \$5.00. The cost of a card is \$50.00 per year. The \$50 activity fee can be waived for students who are on the free and/or reduced lunch program. Students who wish to waive this fee must have the proper paperwork on file in the Principal's office.

### **ATHLETIC PARTICIPATION**

Any student going out for athletics at Ralston High School will check out through the Athletic/Activities Director's office. In order to participate in athletics, the athlete must have on file in the Athletic/Activities Director's office, the following:

1. Completed Physical Form\*

2. NSAA Student / Parent Consent Form (completed during student/parent verification).
3. Student Activity Ticket purchased
4. Completed Student Handbook Signature Form (completed during student and parent verification).
5. Ralston athletes must participate in the concussion baseline program.
6. Complete paperwork from the Athletic Trainer's office.

An athlete will check out a lock from the coaching staff for use in the school locker rooms.

All athletes must have all equipment from other sports turned in before participating in the next sport.

### **STUDENT ELIGIBILITY**

Ralston High School adheres to the policies of the Nebraska State Activities Association (NSAA) in relation to student eligibility for NSAA sanctioned sports and activities. Those requirements are listed below with references to where the requirement can be found in the NSAA activity by laws.

In order to represent a Nebraska High School in interscholastic activities competition, a student must abide by the eligibility rules of the Nebraska School Activities Association. A summary of the major rules is given below. Contact the principal or activities director for an explanation of the complete rule.

2.2.1 Student must be a bonafide student of their member school and have not graduated from any high school. 2.2.2 After a student's initial enrollment in grade nine, they shall be ineligible after eight semesters of school membership beginning with their enrollment in grade nine. 2.3 Student is ineligible if nineteen years of age before August 1 of the current school year. (Students in grades 7 or 8 may participate on a high school team if they were 15 years of age prior to August 1 of the current school year.) 2.4.1 Student must be enrolled in some high school on or before the eleventh school day of the current semester. 2.5.1 Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school they wish to represent in interscholastic competition. 2.5.2 Student must have been enrolled and received twenty hours of credit in school the immediate preceding semester. 2.6.2.1 Guardianship does not fulfill the definition of a legal parent. If a guardian has been appointed for a student, the student is eligible in the school district where their legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling. 2.6.3 A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by their parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, they have established their eligibility at the high school where they participated. If the student elects to attend another high school upon entering ninth or tenth grade, they shall be ineligible for ninety school days. Student eligibility related to domicile can be attained in the following manners: 2.6.9.1 If the change in domicile by the parents occurs during a school year, the student may remain at the school they are attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible. 2.6.9.2 If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school they have been attending and retain eligibility. 2.6.9.3 If a student elects to remain at the high school where they initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, they are eligible at that school, or are eligible at a high school located within the school district in which the parents established their domicile. 2.6.10 If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where

the parents established their domicile. 2.7.7 Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does NOT appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines. 2.7.8 Nebraska transfer students must have signed and delivered all forms necessary to make such a transfer to the school in which they intend to enroll for the 2024-25 school year prior to May 1, 2024; for the student to be eligible. The school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2024. The student would become ineligible for ninety school days the next fall if the student were to change their mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to their former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students who did not have their enrollment forms signed, delivered and accepted prior to May 1, 2023, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines. 3.5 / 3.1 Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by their school. Any other competition will render the student ineligible for a portion of, or all of, the season in the sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. 3.5.1 During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school. \*(Refer to 3.5.1.1 for exceptions in Swimming & Diving.) 3.6 A student shall not participate on an all-star team while a high school undergraduate. 3.7 A student must maintain their amateur status.

Further explanation of NSAA eligibility rules can be found at [nsaahome.org](http://nsaahome.org). Parents/guardians and students can also contact the AD office at Ralston High School for clarification of any NSAA by-laws.

### **RISK OF INJURY WARNING**

The purpose of this WARNING is to bring to your attention the existence of potential dangers associated with athletic and activity participation. Participation in any sport and/or 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, bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck, and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis, or death. Even with the best coaching, the use of the best protective equipment and the strict observance of guidelines, injuries are still a possibility.

It is understood that if an Inhaler/EpiPen needs to be accessible, it will be the student's responsibility to provide a separate Inhaler/EpiPen which will be kept with the coach's first aid supplies or training staff until the end of that sports season.

### **Academics and Activities**

Students who are involved in NSAA sports and/or activities are subject to academic participation rules. In addition to requirements by the NSAA, Ralston High School has established the following academic and behavior requirements for students involved in NSAA sports and activities (Other clubs and activities may also adopt these rules for participation).

Grade reports are received weekly by the AD office. Students who are currently in an NSAA sport or activity will be notified that they are failing one class.

Students who are failing any two classes will be notified that they are on academic probation.

Students who are failing any two classes for two consecutive weeks will be notified that they are ineligible to participate in any contests or events until the student is passing at least one of those classes. Once the student is not failing more than one class the student is immediately eligible.

The failing classes do not have to be the same classes. For example, if a student is failing math and science one week, and then government and science the next week, they still fall under the rule for failing two classes for two consecutive weeks.

Students who are failing three or more classes at the time of any grade report will be notified that they are ineligible the following week unless they are passing those classes, or on a teacher and AD approved plan.

Coaches will be aware of student attendance. Students who skip (absent unexcused) a class or classes cannot practice or participate in any event that same day. Students who have excessive unexcused absences or tardies are subject to team discipline by the coach/sponsor and may also be subject to discipline from the AD office that includes but is not limited to attending the activities study hall, being held out of practice(s), and/or not being allowed to participate in games or events.

All students who participate in activities and or sports are subject to the student handbook. Any office referrals or other disciplinary action during the school day can also affect a student's status with the team or activity that the student participates in.

Students who are declared ineligible for academic or attendance reasons will be notified as will their parent or guardian.

### **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, dance team, vocal music, band, speech, drama, FCCLA, FFA, Spanish Club, Art Club, Student Council, National Honor Society, DECA, HOSA, Green Club, Math Club, French Club, ACADEC, class officers, FCA, Color Guard, Thespians, ESports 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:** The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if a DECA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

**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. Students who are under an expulsion that continues into the next school year will not be allowed to participate in summer workouts and/or other activities connected to the school during the summer months.

**Grounds for Extracurricular Activity Discipline.** Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been established to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. (Note: Refer to "Drug and Alcohol Violations" for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
11. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.



12. Repeated violation of any of the school rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Ralston Public School buses or vehicles used for activity purposes.
17. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
18. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
19. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
20. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
21. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

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.

#### **REGULAR SCHOOL ATTENDANCE**

Students who participate in clubs, activities, and athletics are expected to have a good attendance record at school. Unexcused absences from school and classes, and/or excessive tardies, and/or lunch skips may lead to consequences in relation to participation in extracurricular activities. These consequences may include but are not limited to a warning, restricted practice time, restricted participation in events, suspension from participation, and possible removal from the team or activity. The previous list is not all-inclusive and is in addition to the policies of the coach or sponsor. Decisions on consequences will be made by the activities director in consultation with the coach or sponsor. A parent/guardian will be informed of decisions regarding consequences related to extracurricular activities.

Students are expected to attend practices, meetings, events, and other activities related to their particular extracurricular activity. Each coach and sponsor will have attendance policies and participants are subject to those policies.

#### **ABSENCE AND ACTIVITY PARTICIPATION**

Students may not participate in a school activity or practice unless they have been in attendance for periods 3, 4, and 5 unless excused in advance for that school day by a parent and/or approved by an administrator. Any student unexcused for any part of the school day who is also a member of an extracurricular activity, club, or team will not be allowed to participate in the activity, club, or team performance or practice with their team that day without approval from an administrator.

#### **ACTIVITIES THAT HAVE CONFLICT**

If a student is involved in 2 different school activities and if each activity has an event scheduled for the same time, then the student must choose the event in which to participate. This decision should be made after the student has consulted parents/guardians and the sponsors involved.

If one of the events is a state or district event, the student may be expected to participate in the state or district event.

#### **BEHAVIOR IN SCHOOL**

Students who participate in clubs, activities, and athletics, are expected to behave in school. Any student suspended from school is prohibited from participating in or attending any extracurricular activity or practice until the suspension is over. The student is also subject to additional consequences in relation to extracurricular activities. The participant may also be subject to consequences from the coach or sponsor per their expectations. These consequences may include but are not limited to a warning, restricted practice time, restricted participation in events, suspension from participation for a specific period, removal from the team or activity, and/or suspension from attending or participating in extracurricular activities for up to one year. The previous list is not all-inclusive and is in addition to the policies of the coach or sponsor. Decisions on consequences will be made by the activities director, in consultation with the high school administration and the coach or sponsor. A parent/guardian will be informed of decisions regarding consequences related to extracurricular activities.

Students who participate in extracurricular activities are subject to the stipulations in the entire student handbook when participating in or attending any school event.

#### **BEHAVIOR AT EXTRACURRICULAR EVENTS**

Student participants in extracurricular activities are expected to follow the ideals of being respectful, being responsible, and being safe at all home and away events. Students and/or participants are expected to display good sportsmanship and respect opponents, officials, fans, and all participants. Students are subject to stipulations in the entire student handbook while participating or attending school events at home or away. Violation of any part of the student handbook may result in school consequences determined by the administration and/or consequences related to activities.

#### **DRESS FOR EVENTS**

Student participants in extracurricular activities are expected to dress appropriately when traveling to and from away events. In addition to being subject to the student dress code in the student handbook, participants are subject to the dress and grooming expectations of the head coach or sponsor. The same stipulations apply to home events.

#### **TEAM PICTURES**

Team and individual pictures are taken by a professional photographer and students, parents, and/or guardians can make the appropriate arrangements for purchase (generally an order form is given to the students). The photo sessions are scheduled between the coach or

sponsor and the photographer. Students not in attendance the day of the scheduled photo shoot will not appear in the pictures.

### **SOCIAL MEDIA**

Ralston High School recognizes the importance and power of social media. There are many ways social media can enhance the experience of participants in extracurricular activities. Ralston High School encourages the positive use of social media to promote students and activities.

The misuse of social media by students who participate in extracurricular activities is subject to consequences. Examples of misuse of social media include but are not limited to the following list.

1. Making profane or disparaging remarks about another student or students, a staff member, a sponsor or coach, or someone in the community.
2. Bullying another student or students, a staff member, a sponsor or coach, or someone in the community.
3. Use of language that is profane, sexist, racist, or otherwise disparaging to a certain group of people.
4. Sending out inappropriate pictures.
5. Use of social media for purposes that are in violation of the law.
6. Any other use of social media that a reasonable person could consider harmful to someone or to a group of people.

If it is brought to the attention of the AD office that there has been misuse of social media by a participant in extracurricular activities, an investigation will ensue and decisions will be made regarding consequences in consultation with the head coach or sponsor and the high school administrative team. These consequences may include but are not limited to a warning, restricted practice time, restricted participation in events, suspension from participation, and removal from the team or activity. The previous list is not all-inclusive and is in addition to the policies of the coach or sponsor. A parent or guardian will be informed of any decision affecting a student's participation in extracurricular activities.

### **TOBACCO, VAPING (Policy 3016)**

Per school board policy, Ralston High School is a smoke free campus. The use or possession of tobacco or vaping products by any student on campus or at any school event home or away is prohibited. The offending participant will visit with an administrator for school consequences. The student will not be able to participate in any practices or contests during any suspension, and cannot practice, attend, or participate in any event the day of the possession or use. Any student who receives consequences for vaping, tobacco use or having materials associated with vaping and/or tobacco at school or at a school event will not be allowed to practice or participate in any activities during the time period of school consequences and will be suspended for one contest and/or event in each activity the student is currently participating in. Any event missed during the school consequences will count toward the 1 event suspension. If a student is not currently in any activity the consequence will take place during the students next activity. Once the suspension is announced, the student cannot join an activity in order to fulfill the requirements of the suspension. If there are not enough competitions or events left for a student to fulfill the suspension requirement then the suspension carries over to the next season and/or activity. If a student is vaping and it is found that the vaping included the use of drugs the student is subject to the school and activity drug and alcohol procedures.

### **POSSESSION OR USE OF ALCOHOL AND/OR OTHER DRUGS**

Student participants in extracurricular activities are subject to the student handbook and to the tobacco, drug, and alcohol policy contained therein. Students who participate in extracurricular activities are also subject to the athletic and activities portion of the handbook.

Any student who is participating in or plans to participate in any extracurricular activity and has been cited by the police for or found through investigation by school administration to

have been using, in possession of, and/or under the influence of alcohol, marijuana, unauthorized prescription or OTC drugs, or other illegal drugs including paraphernalia or look-a-likes either at school or at school sponsored functions, whether they take place during the school day or outside the school day, on or off campus is subject to the following consequences:

Suspension from attending and participating in any RHS activity sanctioned by the NSAA for a period that equates to 30% of each activities season that the student is currently participating in. If the activity includes competitions against other schools the student is suspended from 30% of the competitions instead of 30% of the season. This suspension can be reduced to 20% of the season or 20% of competitions if the student self-reports\* and upon agreement to participate in a district approved evaluation and treatment program\*\* at the expense of the student, parent, and/or guardian;  
During the length of the suspension, the student is not allowed to attend any extracurricular activity as a spectator or participant;  
If the student is out of season the consequences carries over to the next extracurricular activity in which the student participates;  
If there is not enough season left to complete the suspension, the consequence carries over to the next extracurricular activity in which the student participates. The student must complete all activities affected to the satisfaction of the sponsor or coach and activities director or the suspension starts over upon the next extracurricular activity in which the student participates;  
The student may not join an activity once the suspension is announced in order to fulfill the requirements of the student's suspension.

Any student who is in an activity or activities that are not an NSAA sanctioned activity will be suspended from that activity for a period of 14 days; these 14 days must include at least 2 events or competitions. If there are not two events within the 14 day suspension the student will still be required to fulfill that part of the suspension even if the initial 14 days suspension has expired. Events do not include regular meetings. Events that qualify will be determined by the AD in conjunction with the sponsor. Students who are in an NSAA sanctioned activity and other activities will serve both suspensions.

Some activities may have additional consequences that are not listed in this handbook. Students who participate in such activities will be informed of those consequences by the activity sponsor.

Any student who participates in any extracurricular activities-and has been cited by the police for or found through investigation by school administration to have been using, in possession of, and/or under the influence of alcohol, marijuana, unauthorized prescription or OTC drugs, or other illegal drugs including paraphernalia or look-alikes off school grounds and not at a school sponsored event at any time of the year is subject to the following consequences:

Suspension from attending and participating in any RHS activity sanctioned by the NSAA for a period that equates to 30% of each activities season that the student is currently participating in. If the activity includes competitions against other schools the student is suspended from 30% of the competitions instead of 30% of the season. This suspension can be reduced to 20% of the season or 20% of competitions if the student self-reports\* and upon agreement to participate in a district approved evaluation and treatment program\*\* at the expense of the student, parent, and/or guardian;  
During the length of the suspension, the student is not allowed to attend any extracurricular activity as a spectator or participant;

If the student is out of season the consequences carries over to the next extracurricular activity in which the student participates;  
If there is not enough season left to complete the suspension, the consequence carries over to the next extracurricular activity in which the student participates. The student must complete all activities affected to the satisfaction of the sponsor or coach and activities director or the suspension starts over upon the next extracurricular activity in which the student participates;  
The student may not join an activity once the suspension is announced in order to fulfill the requirements of the student's suspension.

Any student who is in an activity or activities that are not an NSAA sanctioned activity will be suspended from that activity for a period of 14 days; these 14 days must include at least 2 events or competitions. If there are not two events within the 14 day suspension the student will still be required to fulfill that part of the suspension after the 14 days are over. Events do not include regular meetings. Events that qualify will be determined by the AD in conjunction with the sponsor. Students who are in an NSAA sanctioned activity and other activities will serve both suspensions.

Some activities may have additional consequences that are not listed in this handbook. Students who participate in such activities will be informed of those consequences by the activity sponsor.

Once a student has satisfied the terms of the activity suspension from NSAA sanctioned activities, from non NSAA sanctioned activities or both, the student can resume participation. If a student is not in any activity at the time of the suspension it carries over to the next activity or activities the student participates in. A student cannot join any activity once the suspension is given as a means to satisfy the suspension.

\*Self-report requires that the student report the violation within 24 hours to the student's coach/sponsor or to an administrator. If there is no school within 24 hours of the violation but there is a practice or a competition the student must report the violation to the coach/sponsor or to an administrator on duty. If there is no school, practice, or competition within 24 hours of the violation the student must self-report at the next reasonable opportunity. All students are expected to be honest and forthright with school officials. In making a self-report, the student must identify the events that took place, location of the event, what conduct the student participated in and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

\*\*The student must participate in the treatment program if recommended by the evaluation. If the student does not complete any recommended treatment program the consequence reverts to the 30% of the season or competitions length of suspension.

### **Procedures for Extracurricular Discipline**

The following procedures are established for suspensions from participation in extracurricular activities:

1. **Investigation:** The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances.
2. **Meeting:** Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone

conference or by zoom. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate. The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practical. The student is responsible for cooperating in the scheduling of the meeting.

3. **Notice Letter:** Within five school days or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parent/guardian. The statement will describe the student's conduct violation and the discipline imposed.
4. The student and parent or guardian may follow the due process procedures.

In regard to activities that include practices for competitions, the student will be allowed to practice but must meet all attendance requirements expected of every participant. Students may not attend practice during any suspension from school.

### **SUBSEQUENT OFFENSES**

A second offense of the drug and alcohol portion of the student handbook as it related to activities will result in a one year suspension from attending and participating in activities. A third offense and the student is suspended from attending and participating in activities until the end of the student's high school career.

### **DUE PROCESS**

Students who participate in extracurricular activities and have their participation curtailed for violation of the code of conduct, attendance, behavior, breaking the drug and/or alcohol policy, or for any other reason have due process rights. Students who are suspended from extracurricular activities will have the reasons explained to them and their parents/guardian will be contacted with an explanation. Students held out of activities for academic reasons will have their parent/guardian contacted by their coach or sponsor or the AD. Due process for activities will consist of the following process:

1. An appeal is made to the high school Principal. The Principal will inform the student and parent or guardian of the decision within 3 school days of the appeal.
2. An appeal is made to the district Superintendent. The Superintendent informs the student and parent or guardian of the decision within 3 school days of the appeal.

All appeals must be in writing and within five days after the notice of consequences to the student and parent or guardian and within 5 days of subsequent decisions by school administrators.

### **FACILITY USAGE / ATHLETIC LOCKERS**

Students may use the physical education/athletic areas after school only if a sponsor is present. Priority for facility usage will be given to organized extracurricular activities and/or classes at Ralston High School. Use of facilities should be arranged in advance through the activities director's office. No student is to be in the physical education areas or using school facilities without supervision.

Students who participate in sports will be checked out a locker and will be provided a lock. It is the athlete's responsibility to take care of the lock and locker. All clothing and equipment should be removed by the participant after each season. The Ralston School District is not responsible for lost or stolen articles or articles left in lockers after the season or school year is over. Students may not switch locks or lockers once they have been checked out without

permission. Students are not to share lockers. Vandalizing or damaging school property will result in school consequences as well as consequences related to activities.

### **TEAM SELECTION**

Head coaches and sponsors will make decisions regarding which students will be selected to participate in any given activity. The coach or sponsor will also make decisions as to what level each student will participate (freshman, reserve, junior varsity and varsity). If a coach or sponsor determines that a cut will be made, they will announce the process in advance of any tryouts. Any student who is cut from any activity will have the opportunity for an evaluation if requested. The head coach or sponsor will determine the evaluation process. Students not selected for an activity or sport will be given the opportunity to try out for another sport that season if so desired.

### **PLAYING TIME**

The amount of playing time and/or participation in an activity is determined by the coaching staff or sponsor of that activity. Playing time and participation is determined by a number of factors and is up to the discretion of the head coach or sponsor and assistants.

### **EQUIPMENT AND UNIFORMS**

Any equipment supplied by the school district to participants in any extracurricular activities must be returned at the end of season. Students will be issued appropriate fines for any school property not returned. Students can also be fined for the damage or loss of any equipment and/or uniforms put in their charge. All fines must be paid or equipment (including uniforms) returned before a student is allowed to participate in any other activity or, in the case of a senior, before receiving a diploma. Participants are expected to take proper care of any equipment or uniform supplied by the district.

### **INCLEMENT WEATHER**

If school must be canceled or dismissed early because of inclement weather, practices and contests will be postponed as a rule. Occasionally, weather and road conditions clear by early afternoon, if it is determined that athletes can travel safely, a varsity practice or contest may be held with permission from the athletic director in conjunction with the Superintendent or their designee. Certified staff members are directly responsible for all students under their supervision at any school-sponsored activity. When severe weather strikes, staff members will determine what action will be in the best interest concerning safety for their students. At away events when severe weather becomes a concern, coaches/sponsors along with bus drivers will determine the best course of action to be taken. Coaches/sponsors will make every effort to keep students, school officials and parents informed of any changes or deviations from the normal routine if weather dictates that such actions are necessary.

### **TRANSPORTATION**

The District generally will provide transportation to away events. There are occasions where students are allowed to drive. Any student who drives must have a permission slip signed by a parent or guardian on file in the activity director's office prior to the event. Students who ride with other students must also have a permission slip signed by a parent or guardian in the AD's office prior to the event. Parents wishing to pick up students from school-sponsored activities may do so at any time. However, if return transportation is being provided and the student is not returning with the school group, coaches, sponsors, or school officials must be notified. No student will be released to anyone other than their parent or guardian, or an adult designated by the parent/guardian.

### **INSURANCE**

Ralston Public Schools provides no insurance coverage and is not responsible for any such expenses. It is the responsibility of the parents/guardians to provide adequate insurance to cover any medical expenses which may be incurred while a student is participating in a school sponsored activity. This insurance may be under a family coverage plan.

## **COMMUNICATION PROTOCOL**

If a student and or parent has a concern the proper communication protocol will be followed:

1. Student participant meets with coach(es) to try to solve the issue;
2. If the problem still exists, the parent can email or call the coach to make an appointment for a meeting. The coach will inform the AD about the meeting and what the concern is.
3. If the student/parent still has a concern, the parent will then email or call the activities director to set up a meeting.
4. If a resolution to the issue is not obtained after meeting with the AD, the parent will call or email the Principal of the high school to meet.
5. If the situation is still not resolved, the parent can call the Central Office and request a meeting with the Superintendent or their designee.

Anonymous letters or other forms of anonymous communications involving a complaint or other issue sent to any coach or sponsor or any administrator may or may not be dealt with depending on the subject matter of the letter. Ralston Public Schools strongly discourages the use of anonymous letters, or other forms of anonymous communication to express a complaint or other issue. The AD, Principal, Superintendent or their designee will not discuss playing time and will not talk about other players on the team.

## **SPECTATOR EXPECTATIONS**

Ralston parents, families, and fans are expected to display good sportsmanship at home and away events. Encourage our team and your athlete, respect the opponents and their fans, accept the decisions of the officials, and accept the outcome. Fans who behave in a manner inconsistent with good sportsmanship by berating officials, making disparaging comments about anyone, or engage in behavior that may put others at harm may be asked to leave the event and could be banned and barred from Ralston Public School property. All parents/guardians, families, and fans are asked to cooperate with on-site supervisors who may include Ralston administrators, staff, and/or coaches. Law enforcement will be called if deemed necessary by on-site supervisors.

## **ATHLETIC AND ACTIVITY AWARDS**

The following is a list of the different athletic and activity awards presented to the athletes at Ralston High School:

### **Activities Students of the Year**

An award given to two students who participated in several activities over the course of their high school career. Students are nominated and selected for the award by activity sponsors. The student must not have been suspended from the school during the year of selection and must have finished each activity in good standing.

### **Dozen Award**

An award presented to any senior who participates in three sports a year for all four years. The student athlete must finish each sport in good standing (athletes who quit or are removed from a sport for disciplinary reasons are not eligible).

### **Athlete of the Year Award**

An award presented to one male and one female athlete at the end of each school year who meet certain criteria in addition to showing superior athletic ability. Students are nominated by head coaches and chosen by a vote of head coaches. The criteria for the athlete of the year award include being a junior or senior, displaying superior ability in athletics, and not being suspended from sports or school during the year of selection. Other possible



considerations include attendance at school, behavior at school and events, character, support of Ralston High School.

### **Spirit Athlete Award**

Given to one male and one female athlete at the end of each school year who have demonstrated quality leadership and support of their activity and has shown support for other activities at RHS. Students are nominated and voted on by head coaches. Nominees must be seniors and cannot have had a suspension from school or extracurricular activities during the year of selection. Other considerations are attendance at school, behavior at school, character, and support of Ralston High School in general.

### **Lifter of the Year**

Given to one male and one female athlete at the end of each school year who have demonstrated quality leadership and dedication while training in the Ralston High School weight room. Students are nominated by the weight room supervisor and/or coach, and voted on by head coaches. Nominees can be freshman, sophomore, junior or senior.

### **School Letters**

Lettering in any school activity is based on the criteria set up by each individual head coach or sponsor. The only requirement from the AD office is that the student finish the season in good standing (the participant has not been removed from the team or quit).

### **Ralston Wall of Fame**

Athletes recognized in the Ralston Wall of Fame must meet at least one of the following criteria:

- Win an individual or team state championship in state competition sponsored by the Nebraska Schools Activities Association;
- Be selected 1st team class A/B by either the *Omaha World-Herald* or *Lincoln Journal Star*;
- Be selected as a male/female athlete of the year
- Be selected as a male/female spirit athlete of the year;
- Set an individual school record in any activity.
- Be selected as activities student of the year.

### **Awards Night Ceremonies**

At the discretion of the coaches/sponsors, an awards ceremony may be organized to recognize students for their achievements following their season. Coaches and parent representatives will pick a night, format, and location for this ceremony. Coaches will present letters, certificates, etc.

The dozen awards, athlete of the year awards, and spirit awards are given at the Senior or Underclass awards ceremonies.

### **NCAA CLEARINGHOUSE**

The National Collegiate Athletic Association (NCAA) has established guidelines that Division I and II member schools must follow before awarding scholarships and granting eligibility to high school students who wish to compete as freshmen on college athletic teams after completion of high school. Student athletes who wish to participate in NCAA Division I or Division II sports must be certified by the NCAA initial-Eligibility Clearinghouse which will analyze your academic information to determine if you meet the NCAA initial eligibility requirements. The three steps for being certified are clearly explained online at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

Students who have questions should see the counseling office regarding items such as whether a college is a Division I or II institution in the sport in which they are interested.

Students interested in participating in athletics at NCAA Division III colleges, or NAIA colleges should obtain the appropriate athletic guidelines that pertain to these institutions.

### **CONCUSSION AWARENESS**

Pursuant to Nebraska Statute 71-9104 (The Nebraska Concussion Awareness Act) the following information is provided to students, parents, and/or guardians.

#### **Heads Up: Concussion in High School and Middle School Sports A Fact Sheet for Parents**

What is a concussion?

A concussion is a brain injury. concussions are caused by a bump, blow, or jolt to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even a “ding” or a bump on the head can be serious.

What are the signs and symptoms of concussion? You can’t see a concussion. signs and symptoms of concussion can show up right after the injury or can take days or weeks to appear. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

Signs Observed by Coaching Staff	Signs Reported by Athlete	Signs Observed by Parent(s)
Appears dazed or stunned	Headache	Appears dazed or stunned
Is confused about assignment	Nausea	Appears confused
Forgets plays	Balance problems or dizziness	Forgets known items
Is unsure of game, score, or opponent	Double or fuzzy vision	Is unsure of name, usual surroundings
Moves clumsily	Sensitive to light or noise	Moves clumsily
Answers questions slowly	feeling sluggish	Answers questions slowly
Loses consciousness	Feeling foggy or groggy	Loses consciousness
Show behavior or personality changes	Concentration of memory problems	Shows behavior or personality changes
Can’t recall events prior to hit on the head	Confusion	Can’t recall events prior to hit on the head
Can’t recall events after the hit on the head		Can’t recall events after the hit on the head

What should you do if you think your child has a concussion?

1. Seek medical attention right away. A health care professional will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
2. Keep your child out of play. Concussions take time to heal. Don’t let your child return to play until a health care professional says it’s OK. Athletes who return to play too soon -- when the brain is still healing -- risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
3. Tell all of your child’s coaches and the school athletic trainer about any recent concussion. Coaches should know if your child had a recent concussion in ANY

sport. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell them. Knowing about the concussion will allow the coach to keep your child from activities that could result in another concussion.

4. Remind your child. It's better to miss one game than the whole season.

### **WHEN IN DOUBT, SIT THEM OUT!**

#### **Heads Up: Concussion in High School and Middle School Sports**

##### **• A Fact Sheet for Student-Athletes**

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head.
- Can change the way your brain normally works.
- Can range from mild to severe.
- Can occur during practices or games in any sport.
- Can happen even if you haven't been knocked out.
- Can be serious even if you're just "dinged" or had your "bell rung"

How can I prevent a concussion?

- It's different for every sport. But there are steps you can take to protect yourself from concussion: Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use proper sports equipment, including personal protection equipment. In order for the equipment to protect you, it must: 1. Be appropriate for the game, position, and activity. 2. Be well maintained. 3. Properly fitted. 4. Used every time you play.

How do I know if I've had a concussion?

- You can't see a concussion, but you might notice some of the symptoms right away. Pay attention to how you are feeling after any bump, blow, or jolt to the head.
- If you notice any of the symptoms, tell your parents, coach, and school athletic trainer right away.
- Other symptoms of a concussion can show up days or weeks after the injury.
- It's best to see a healthcare professional if you think you might have a concussion. An undiagnosed concussion can affect your ability to do schoolwork, other everyday activities, as well as your athletic play. An undiagnosed concussion also raises your risk for additional, serious injury.

What are the symptoms of a concussion?

- Nausea (feeling like you might vomit)
- Balance problems or dizziness.
- Double or fuzzy vision
- Sensitivity to light or noise
- Headache
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems (such as forgetting plays)
- Confusion

What should I do if I think I have a concussion?

- Tell your coaches, parents, and school athletic trainer
- Never ignore a bump, blow, or jolt to the head
- Get a medical check-up. A health care professional can tell you if you have had a concussion and when you are OK to return to play.

- Give yourself time to recover. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause permanent brain damage, and even death in rare cases. Severe brain damage can change your whole life.
- Tell your coaches and the school athletic trainer if one of your teammates might have a concussion.

As a reminder, always report any injury to your coach and school athletic trainer right away. It's better to miss one game than the whole season. Take care of yourself and enjoy your participation in athletics. When in doubt, sit them out!

## **MISCELLANEOUS RIGHTS AND RESPONSIBILITIES**

### **ACCIDENT INSURANCE**

All students are given the opportunity to participate in a group accident insurance plan provided by an independent carrier. The fee is nominal and covers an accident en route to and from school, on school grounds, during school sponsored events, and intramural and interscholastic athletics except football. All students participating in athletics are required to have accident insurance (either a family policy or the school's plan) or sign a responsibility waiver. Football insurance is available at a higher cost. The Ralston School District is not liable for injuries to students, nor can they pay the medical costs for accidents that occur in athletic contests, on school premises, at school activities, or on the way to and from school.

### **EXPEDITED APPEALS PROCEDURE**

Effective procedures will be developed, including an expedited appeals procedure, by which concerned parents, students, teachers, and area residents will be able to directly participate in local decisions that impact programs offered under this act.

### **INTERROGATIONS AND SEARCHES (Policies 5022 & 3045)**

School officials will respect the privacy of students pursuant to the provisions of law, and the policies of the school district.

1. Law enforcement representatives wishing to interrogate students at schools must show proper credentials.
2. Law enforcement representatives shall not interrogate a student on school premises unless it is an extraordinary matter in scope that necessitates the questioning of the student on school premises. In such a case, the principal or designated school representative shall be present during the interrogation.
3. School authorities shall make reasonable attempts to contact students' parents or guardians before interrogation is permitted.

School representatives may search lockers, personal belongings, and vehicles that students drive to school when there is reasonable cause to do so. This includes, but is not limited to, clothes, book bags, purses, books, and gym bags.

The district superintendent or designee may authorize the use of a canine trained in the detection of narcotics, explosives or any other contraband at any time.

The district superintendent or designee may authorize the use of preliminary breath tests (or alcohol sensors) on school property and/or school sponsored activities.

### **PARENTAL/GUARDIAN INVOLVEMENT IN EDUCATIONAL PRACTICES (Policy 5018)**

The Ralston Public School District recognizes the importance of parental/guardian involvement in the education of children.

### **Parental/Guardian Review of Textbooks and Other Materials**

The District will provide access to textbooks and other curriculum materials used in Ralston Schools.

1. Textbooks may be checked out by parents/guardians for review. Other curriculum materials, including video and audio recordings and teacher manuals, can be reviewed by parents/guardians within a time frame which does not disrupt the instructional process. Requests should be made to the teacher or the building principal.
2. If parents/guardians object to textbooks or other materials used in the district, they may file a written request with the building principal to request that these textbooks or other materials be reviewed by a committee of teachers and parents/guardians.

### **Parental/Guardian Attendance at Courses, Assemblies, Counseling Sessions, and Other Instructional Activities**

Parents/guardians are always welcome in the buildings, but they must check in at the office at the time of arrival.

1. Parents/guardians are invited to make appointments with the teacher or building principal to attend and observe classes, assemblies, and other instructional activities.
2. School counseling service providers are bound by law to notify parents/guardians if there is a danger to the student, danger to others, or involvement in illegal activities. Parents/guardians will be notified of ongoing counseling sessions. Permission to attend counseling sessions may be granted to parents/guardians by the principal after consultation with the student's counselor.

### **Parental/Guardian Option to Remove From Classroom Instruction and Other School Experiences**

Building principals may excuse a student from specific classroom instruction and other school experiences through a written request by the student's parents/guardians when they object on political, moral or religious grounds. Alternative assignments of comparable effort may be provided for the student by the school.

### **Parental/Guardian Access to Student Records ([Policy 5016](#))**

Parents/Guardians may review their child's files and records at any time. The building principal is responsible for maintaining and protecting the privacy of such files. Outside agencies, such as, but not limited to, physicians, probation officers, psychologists, child guidance clinics, and other reputable agencies who are working with the child, may access these files with parental/guardian consent or by court order.

### **Parental/Guardian Notification of Student Surveys**

All internal surveys which are intended to gather information from students in the district will be approved by the building principal prior to being made available to students. Student participation in surveys is voluntary.

All surveys from external sources will be approved by the Superintendent. Student participation in surveys is voluntary. Parents/guardians will be notified in writing prior to school district participation in surveys by students and may restrict their child from participating in any survey through written request. (Legal reference: 79-531, 79-532)

### **Routine Directory Information ([Policy 5017](#))**

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

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number, including the student's cell phone number
- E-mail address

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

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

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district that they do not want this information disclosed without their prior written consent.

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

Any student who is 18 years of age or older should communicate to the district office if they do not want this information disclosed without their prior written consent.

### **VISITORS TO SCHOOL**

The Board of Education and staff of the District welcome visits to the schools. Such visitations will be governed by those rules and regulations established by the district to provide a safe environment.

- I. In accordance with building and District safety procedures, parents/guardians, students, and others may visit schools. These visits shall be in compliance with all building and District safety guidelines. The principal or appropriate Central Office administrator authorizing the visits shall consider the following
  - A. Disruption to the educational environment;
  - B. Distraction to students and staff;
  - C. Confidentiality for students and staff;
  - D. Safety of students and staff.
- II. Parent/Guardians
  - A. Parents wishing to attend and monitor courses, counseling sessions, and other instructional activities, must obtain prior approval of the appropriate teacher, counselor, or administrator as defined by the building handbook.
  - B. Parents attending or monitoring courses with prior approval who, by their conduct or presence, interfere with the educational process or constitute an interference with school purposes, will be asked to leave.
  - C. Parents attending building assemblies, building activities, classroom activities/parties during school hours will sign in at the office in accordance with building procedures.
  - D. Unless otherwise restricted by law or court order, parents/guardians may visit their child's class.

- E. All visitors will report to the school office.
- III. Visitation by Students
  - A. Visits by students from other school districts or buildings must be cleared through the building principal. If approval is given, a visitor's pass will be issued.
  - B. Children below legal school age wishing to visit the school must be accompanied by their parent or guardian
  - C. Non-students (graduates, etc.) will not be allowed to visit in a building without special permission from the building principal.
- IV. Program Visitation
  - A. Persons wishing to visit schools for the purpose of viewing new programs, organizational patterns, facilities, etc. must obtain clearance from the appropriate Central Office administrator.

## **STUDENT FEES, FINES AND CHARGES**

### **PART ONE:**

The district's general policy is to provide for instruction in accordance with the Nebraska State Constitution. The district offers some activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction and as such may require additional expenditures which are properly borne by students as a separate charge. Such charges shall be kept to a minimum to maintain the activity, program or service. Students qualifying under part 3 of this policy may receive a fee waiver. No fees, materials, specialized or non-specialized attire or equipment shall be required of students except as expressly permitted below.

A. Extracurricular activities and spectator events: A fee will be charged for participation in extracurricular activities and to spectators of extracurricular activities. Each school building shall annually submit its extracurricular fee list to the District for approval and publication in that school's handbook.

1. Fees may be charged for participation in extracurricular activities. Extracurricular activities are those activities or organizations where student participation is voluntary and does not count toward graduation or advancement between grades.
2. Schools may require students to furnish specialized equipment and attire, or pay a reasonable fee for use of district owned equipment and attire, for participation in extracurricular activities including such activities as extracurricular music.
3. Clubs, teams and organizations for which there may be a fee required for participation may also, as a club, team or organization, decide to make purchases, and may fundraiser and/or seek donations according to district policy to assist in the funding of such purchases, which may include, but are not limited to, apparel and trips. The decision of an organization to require members to participate in fundraising or otherwise fund purchases is not a fee charged by the District.
4. Fees may be charged for admission to activities and events which occur at the facilities of Ralston Public Schools and for transportation to and from activities and events which occur at other schools, when those activities do not count toward graduation or advancement between grades and when student participation is voluntary.
5. A school may sell an activity ticket that admits students to activities and events that do not count toward graduation or advancement between grades.
6. Field trip fees may only be charged if participation by the student is voluntary and it does not relate to the required curriculum or if the field trip occurs after school hours and does not count toward school attendance.

B. Minor personal consumable items: The district may require students to be responsible for the purchase of minor consumable items that are used by the student for extracurricular activities. The District will establish a master list of those items, which are considered minor personal consumable items, which may be required. Each school building shall choose those items on the

list, which it will require of students attending the school. No item, which is not on the District's master list, will be required. Each school shall annually submit its list of required personal consumable items to the district for approval and publication in that school's handbook.

C. School Store: The District authorizes the operation of school stores in which students may purchase food, beverages and personal or consumable items. A school store need not have a permanent physical presence and may provide order forms for students to voluntarily purchase items from the school or another vendor. School stores may stock required personal and consumable items and make such items available to students for voluntary purchase. Schools may not require students to purchase an item directly from the school store.

D. Clothing: In addition to school guidelines about general appropriateness of attire, school buildings may require students to furnish and wear non-specialized clothing meeting general guidelines for the specified courses and activities, if the guidelines are reasonably related to the course. Each school's clothing guidelines shall be submitted to the District for approval and publication into the student handbook.

E. Musical Instruments: Students who take an elective band course shall be required to supply their own instrument or rent an instrument except those students who qualify under part 3 of this policy. For those students qualifying under part 3 the District shall not be required to provide for the use of a particular type of musical instrument for any student. The District shall supply the music for such courses.

1. Personal supplies related to musical instruments including, but not limited to, items such as reeds, cork lubricant, pipe cleaners, cleaning cloths and other supplies of general upkeep and considered personal consumable items shall be the responsibility of the student.
2. Schools may require students to furnish their own musical instruments, stands, music and specialized attire for participation in extracurricular music organizations and activities.

F. Lost or damaged school property: A school may require a student to reimburse the school district for repair or replacement of school district property, which is entrusted to the student and is lost or damaged, as well as property of the district damaged through the acts of a student. The Board of Education authorizes assessment of fines for damaged, lost or overdue books purchased by the district and loaned to students free of charge.

G. Donations: The District may request donations of money, materials, equipment or attire to help defray costs of educational programs. The request for donations will clearly indicate the request as a donation and not a requirement.

H. Parking: Students may be required to pay to park their cars on school property. The district shall annually determine the amount to be charged for parking and publish it in the student handbook.

I. Yearbook, class rings and other optional purchases: Students may be charged for the purchase of items such as yearbooks, class rings, class sweatshirts, graduation announcements and other such voluntary purchases.

J. Graduation attire: Students may be required to pay the necessary fee to cover the cost of graduation attire required to participate in graduation ceremonies.

K. Food: Students may be charged a fee for the purchase of breakfast and/or lunch. Students may be charged for the cost of food, beverages, and the like that students purchase from a school store, a vending machine, a booster club or similar sources. Students may be required to bring money or food for field trip lunches and similar activities.



L. Summer school: The District may annually set fees for student participation in classes offered during the summer. Any and all fees collected pursuant to this subsection shall be deposited into, and expended from, the Student Fee Fund.

M. Night school/Adult education: The District may annually set fees for student participation in classes offered to students taking classes through the district's night school/adult education program. Any and all fees collected pursuant to this subsection shall be deposited into, and expended from, the Student Fee Fund.

N. Post-Secondary education costs: A student may be charged the actual tuition and fees associated with obtaining credits from a post-secondary educational institution when a student receives both high school credit and post-secondary education credit from a course being taken as part of an approved accelerated or differentiated curriculum program. Any and all fees collected pursuant to this subsection shall be deposited into, and expended from, the Student Fee Fund unless paid directly to the post-secondary educational institution.

O. Student files and records: Fees may be charged for copies of student files or records. Parents of students have the right to inspect and review the student's file or records without the payment of a fee, and no fee shall be charged to search for or retrieve any student's files or records.

P. Materials required for course projects: The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

#### PART TWO:

##### Student Fee Fund

Fees that are charged to students pursuant to PART ONE, subsections A.1, A.2, L, M, and N shall be deposited into the Student Fee Fund and expended for the purpose for which they were collected from students.

#### PART THREE:

##### Waiver of Student Fees

Fees that are charged pursuant to PART ONE, subsections A and E shall be waived for students who qualify for participation in the free or reduced-price lunch program under United States Department of Agriculture child nutrition programs. Actual participation in the free and reduced-price lunch program is not required to qualify for waivers in this section. All students shall be provided forms at the beginning of each school year, upon enrollment in the District, or at the request of the student, which provide the necessary information and permit the District to use this information to determine eligibility for fee waiver. Criteria for fee waiver will be the same as the criteria for participation in the free and reduced-lunch program. Application forms for fee waivers are available from each building Principal. Once the school district has received a student's completed fee waiver application form, and has verified the student's eligibility, waiver of the fee shall be granted for the student. The District is not obligated to provide any particular type or quality of equipment or other material to eligible students.

**\*\*RALSTON PUBLIC SCHOOLS FEE LIST UPDATED FOLLOWING THE 2nd BOARD MEETING  
EACH JULY. THE FOLLOWING FEES ARE SUBJECT TO CHANGE.**

## **Ralston High School Fee List**

### **Fees Assessed:**

Extracurricular Activity Fee: \$50.00 includes activity ticket  
Transcripts: Price for Graduates set by Parchment online order system \$4.00;  
Current students are free of charge through Naviance  
Summer School: \$175 resident, \$225 non-resident. Night School: \$300 maximum / class.  
Breakfast Prices: \$2.50 Reduced: \$0.30  
Lunch Prices: \$3.25, Reduced Lunch: \$0.40  
Milk 8 oz: \$0.50 Orange/Apple Juice 4 oz: \$0.50  
Replacement School ID : \$5.00  
Lost/Damaged library and/or classroom textbook: replacement cost  
Lost/Damaged clothing/equipment: replacement cost  
Technology Insurance: \$30/\$15

### **Required clothing for classes and extracurricular activities**

Gym Shorts and Cotton T-shirt (PE) Undergarments  
Swimsuit (Swimming) Towel (PE and swimming)  
Rubber-soled athletic shoes Socks  
FCS (Year 2 & 3): white shirt, black pants, black shoes, and socks  
Medical Science Academy 1 & 2: Lab Coat and Scrubs  
Automotive Academy: blue jeans, close-toed shoes, academy shirt  
Education Academy: business casual professional attire  
SCUBA oxygen tank fee- not to exceed \$40

### **Specialized Equipment or Clothing Specific to Extracurricular Activity Participation**

Shoes appropriate for the activity Undergarments appropriate for the activity  
Gym Shorts and Cotton T-shirt Athletic socks  
Golf clubs, practice golf balls, tees Baseball glove / softball glove, bat(s)  
Tennis racquet Protective gear (ex. soccer shin guards)  
Choir: Up to \$350 for competition shirt, pants, ties, dress, shoes, and stockings

### **Optional Fees -Not Required**

Ralston High School Activity Ticket-\$50.00 Physicals for Sports-\$50.00  
Ralston High School Yearbook-\$75.00 Parking-\$25.00  
Student Picture Packages-\$15-\$25  
Printed Clothing  
Books &/or consumable materials for personal ownership (ex. clay, wood, etc.)  
Extracurricular activities admission – Maximum \$25.00 per event  
Extracurricular activities travel fee – Not to exceed \$4800 per event  
Prom-\$35

### **Certification (Optional to student)**

Red Cross Lifeguard certification \$85.00  
OSHA: \$25  
SCUBA certification-paid directly to certification provider

### **Donations / Fundraising**

Cheer and Dance Uniforms: \$1200  
As approved by the Superintendent or designee

## **AHERA NOTIFICATION**

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Ralston Public Schools has conducted a re inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted on January 22, 2013 all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place. Ralston Public Schools developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

It is the intention of the Ralston Public School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in the school district administrative office or administrative office of the school during regular business hours. Pat Flinn is our designed asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to 402-898-3460.

## **HOMELESS CHILDREN AND YOUTH**

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Dianne Young who may be contacted at 402-898-3441.

### **PROTECTION OF STUDENT RIGHTS**

Ralston Public Schools respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA) and Federal Legislation Act. The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: First Semester. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

### **STAFF QUALIFICATIONS**

#### Notice to Parents

As a parent of a student in Ralston you have the right to know the professional qualifications of the classroom teacher who instructs your child or if there will be a change in staff for more than four weeks of student contact days. Under the Every Student Succeeds Act, federal law allows you to request certain information about your student's classroom teacher. The law also requires the district to give you this information in a timely manner upon request. Listed below is the information about which you have the right to know:

- *Whether the Nebraska Department of Education (NDE) licensed or endorsed your student's teacher for the grades and subjects taught.*
- *Whether NDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.*
- *The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject of the degrees. Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.*

Please contact the if you would like to receive any of this information at 402-331-4700.

### **FERPA Notification**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attend a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth their view about the contested information.
- FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

## **TITLE IX**

**Nondiscrimination.** The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, 8545 Park Drive, Ralston, NE, or by email at [mrupprecht@ralstonschools.org](mailto:mrupprecht@ralstonschools.org), or via phone at 402-331- 4700 The school district's nondiscrimination policy and grievance procedures are included this policy, or can be accessed at: <https://www.ralstonschools.org/site/handlers/filedownload.ashx?moduleinstanceid=1169&dataid=9780&FileName=3053 - Nondiscrimination.pdf>. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

**Retaliation Prohibited.** Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

**Definitions.** As used in this policy, the following terms are defined as follows:

**Complainant** means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to have been subjected to conduct that could constitute sex discrimination, including sex-based harassment; or any other person who may have been subjected to sex discrimination when that person was participating or attempting to participate in the school district's education program or activity.

**Complaint** means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged sex discrimination under Title IX.

**Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. School district officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

**Respondent** means a person who is alleged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

**Sex-based harassment** prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

**Quid pro quo harassment.** An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

**Hostile environment harassment.** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment).

Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the school district's education program or activity.

**Sexual assault** meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

**Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

- Rape—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- Sodomy—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent

because of his/her age or because of his/her temporary or permanent mental or physical incapacity

- **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

- **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

**Dating violence** meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;

**Domestic violence** meaning felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

**Stalking** meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

## **Response to Sex-based Harassment.**

**All Employees.** All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

**Title IX Coordinator.** The school district will designate and authorize at least one employee as the school district's "Title IX Coordinator," to coordinate the school district's efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;

- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.
- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

**Supportive Measures.** The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sexbased harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

**Requests to Modify Supportive Measures.** A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

**Students with Disabilities.** If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

**Emergency Removal.** The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

**Administrative Leave.** The school district is authorized to place an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures.

**Informal Resolution.** The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.



**Grievance Procedures to Resolve Complaints of Sex Discrimination.** Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decisionmaker may be the same person as the Title IX Coordinator or investigator.

**Complaint.** Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

**Complaint by Coordinator.** In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate a complaint of sex discrimination. The Title IX Coordinator must consider, at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;
- The complainant's reasonable safety concerns regarding the initiation of a Complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

**Consolidation of Complaints.** The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.

**Basic Procedures.** This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;
- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties

- from obtaining and presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;
- The District will use the following timelines for each complaint, but the Title IX Coordinator or designee may extend them as needed:

Major Stage	Target Duration (calendar days)
Completion of the school district's decision whether to dismiss or investigate a complaint of sex discrimination	1-15
Investigation	1-30
Determination	1-30
Appeal	1-20

**Notice of Allegations.** Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy; the parties involved in the incident(s); the conduct alleged to constitute sex discrimination; and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

**Complaint Investigation.** The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;
- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;
- Use a process that enables the decision maker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent, or witness; and
- Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

**Relevant and Permissible Evidence.** The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to the allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sexbased harassment occurred.

**Determining Whether Sex Discrimination Occurred.** The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;
- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

**Dismissal of a Complaint.** A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;
- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this paragraph, the school district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district

must also notify the respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;
- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

**Appeal.** The school district will provide the parties the opportunity to appeal the decision-maker's written determination or a dismissal of a complaint, on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

**Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken, or (2) the written dismissal of the complaint from which the appeal is taken.

**Notice of Appeal Filed By Party.** The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from the following subsection) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy and Title IX.

**Appeals of Dismissals.** If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.

**Appeal Decision.** The decision maker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decision maker will notify the parties of the result of the appeal and the rationale for the result.

**Disciplinary Sanctions and Remedies.** If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

**Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the school district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

**Recordkeeping.** The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.
- Records documenting the actions the school district took to meet its obligations under Title IX for any allegation of sex discrimination.
- All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

# **RALSTON PUBLIC SCHOOLS**

## **Chromebook Usage Handbook**



The policies, procedures, and information within this document apply to all computing devices used at Ralston Public Schools by students including any other device considered by the

Administration to fall under these policies.

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## Chromebook Essentials

### Receiving Your Chromebook

#### 1. Parent/Guardian Orientation

All parents/guardians are expected to attend registration and sign the *Ralston Public Schools Student Chromebook Agreement* before a device will be issued to their student.

#### 2. Distribution

Students will receive their Chromebook and related peripherals within the first two weeks of school. Students and parents/guardians will need to sign the *Ralston Public Schools Student Chromebook Agreement* Receipt before receiving their Chromebook.

#### 3. Transfer/New Student Distribution

All transfers/new students will be able to pick up their Chromebook from the school media center/technology office. **Students and parents/guardians will need to sign the *Ralston Public Schools Student Chromebook Agreement* Receipt before receiving their Chromebook. This will be done within student verification.**

### Returning Your Chromebook

#### 1. End of Year (grades 9-12)

Students returning to the district the next school year, will retain their Chromebook and all issued peripherals over the summer unless parents elect to return their student's device for the summer.

#### 2. Transferring/Withdrawing Students

Students who transfer out of or withdraw from the Ralston Public Schools must turn in their Chromebook and related peripherals to the media center/technology office on or before their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving the Ralston Public Schools must be paid prior to disenrollment from the district. The district may also file a report of stolen property with the Police Department.

### RPS Chromebook Coverage Program

Ralston Public Schools offers the opportunity to participate in the optional RPS Chromebook Coverage Program designed to protect students and families from full financial responsibility for device repairs and/or replacement. The cost is \$30.00/\$15.00\* (\*reduced for students who qualify for Free/Reduced Lunch Program) **annually** for each Chromebook and it covers the summer months if parents/students elect to keep the Chromebook over the summer.

**Payment must be submitted by September 1st in order to participate in this program. After this date, a student's device will not be eligible for the RPS Chromebook Coverage Program.** Students enrolling at RPS throughout the school year will have three weeks to submit payment in order to participate in the RPS Chromebook Coverage Program. If a student withdraws from Ralston Public Schools and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated. **Premiums are non-refundable.**

The program covers devices assigned to the student against accidental damage and/or loss. Damaged, lost, or stolen devices should be reported immediately according to the process described during orientation. Ralston Public Schools will require that a police report be



submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

Total value of repairs or device replacement will be determined by RPS. The program will pay the amount of damage or replacement per the schedule of repairs listed below. Damage as a result of gross negligence or purposeful damage will not be covered under the RPS Chromebook Coverage Program. Parents/Guardians are responsible for 100% of damages due to gross negligence. The district reserves the right to discontinue participation for students with unusually high numbers of claims. Such discontinuation will be effective 30 days after notification to the student and parent/guardian.

### **Training**

Students will receive training to address care and usage of the Chromebook as well as usage of their Google (@ralstonschools.org) account. Digital Citizenship training will also be provided to address respectful, responsible, and ethical use of the internet and digital tools.

## **Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the school media center/technology office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

### **General Precautions**

- No food or drink should be next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- Chromebooks, not being used for an extended period of time, should be shut down in order to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Chromebooks.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

### **Device Protection**

- Students and parents may decide to add additional protection for their Chromebooks by purchasing a hard protective case and/or sleeve from an outside source.

### **Carrying Chromebooks**

- Always transport Chromebooks with care.
- Never lift Chromebooks by their screen.
- Never carry Chromebooks with the screen open.

### **Screen Care**

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment,

some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, **dry** microfiber cloth or anti-static cloth. Do not clean screens with products containing ammonia or alcohol.

## Using Your Chromebook

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher.

### If a Student Does not Bring His/Her Chromebook to School

- Loaner devices may be available for students failing to bring their device to school.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
- School personnel will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to administration for students who have excessive occurrences during the school year.
- Staff will treat such occurrences as insubordination offenses, which may result in disciplinary action.
- If a loaner is not turned in at the end of the day, an administrator will be contacted and will work on retrieving the loaner.

### Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.

### Personalizing the Chromebook

- Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Ralston Public Schools. Spot checks for compliance will be done by administration, teachers, and technology support staff at any time.
- Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Ralston Public Schools Internet Safety and Acceptable Use Policy.

### Sound

- Sound should be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.

### Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

### Logging into a Chromebook

- Students will log into their Chromebook using their school-issued Google (@ralstonschools.org) account.
- Students should never share their account passwords with others. In the event of a

compromised account the Ralston Public Schools Technology Department reserves the right to disable your account.

- The student assigned to the Chromebook should be the only individual logging in to and using the device.

### **Using Your Chromebook Outside of School**

- Students are encouraged to use their Chromebook at home and other locations outside of school.
- A WiFi Internet connection will be necessary for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Ralston Public Schools Acceptable Use Policy, Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebook. Please note that some internet providers DO NOT work with Chromebook.

## **Operating System and Security**

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the District.

### **No Expectation of Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, deny access to, view, monitor, and record use of the Chromebook at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

### **Monitoring Software**

Teachers, school administrators, and the Technology Department staff may use monitoring software that allows them to view the screens and activity on the Chromebooks.

### **Updates**

The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebook.

### **Virus Protection**

Chromebook uses the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

### **Content Filter**

The District utilizes an Internet Content Filter that is in compliance with the federally-mandated Children’s Internet Protection Act (CIPA). All Chromebooks are filtered for inappropriate content and pass through the District’s filtering appliance when connected to the Internet regardless of the physical location (e.g., school, home, public WiFi). If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact school personnel, who in turn, will submit a helpdesk ticket to request the site be unblocked. Ralston Public Schools makes every effort to filter web content through its comprehensive web filter; however, it is essential students and parents understand that students will be held accountable for using technology according to District policies.

**Inspection**

Students may be asked to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

## **Software on Chromebooks**

**Originally-Installed Software**

Chromebook software is delivered via the Chrome Web Store and/or Google Play. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.

All Chromebooks are supplied with the latest stable build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS may install updates when the computer is idle or restarted.

**Google Apps for Education Accounts**

Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets (spreadsheets), Slides (presentations), Drawings, Forms, Sites, and Gmail within Ralston Public Schools.

**Additional Apps and Extensions**

Students are unable to install additional apps and extensions on the Chromebook other than what has been approved by the Ralston Public Schools.

# Repairing or Replacing Your Chromebook

## Tech Support

All Chromebook in need of repair must be brought to the school media center/technology office as soon as possible.

## Accidental Damage or Loss Protection

As part of the 1 to 1 initiative at Ralston Public Schools, the school district is recommending participation in the RPS Chromebook Coverage Program. **Payment must be submitted by September 1st in order to participate in this program. After this date, a student's device will not be eligible for the RPS Chromebook Coverage Program.** Students enrolling at RPS throughout the school year will have three weeks to submit payment in order to participate in the RPS Chromebook Coverage Program.

This program is designed to protect students and families from full financial responsibility for accidental damage or loss. Damaged, lost, or stolen devices should be reported immediately according to the process described during registration. Ralston Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

**Parents/Students will be charged full replacement costs for any damages due to gross negligence or purposeful damage.**

## Chromebook Technical Support

The School Media Center/Technology Office will be the first point of contact for repair of the Chromebook. Services provided include:

- Password identification
- User account support
- Distribution of replacement Chromebook
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

## Chromebook Being Repaired

- Loaner Chromebook may be issued to students when they leave their school-issued Chromebook for repair.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- Chromebook on loan to students having their devices repaired may be taken home.
- The media center/technology staff will contact students when their devices are repaired and available to be picked up.
- In order to pick up their school-issued device, students must return the previously loaned device and pay any fees associated with the repairs.

## RPS STUDENT COMPUTING DEVICE COVERAGE PROGRAM

As part of the Student Computing Device initiative at Ralston Public Schools, the School District is recommending the purchase of an Equipment Repair and Replacement Program prior to the deployment of the Student Computing Device to your student. Under this agreement, the Student Computing Devices are protected against accidental damage if participating in the RPS Student Computing Device Coverage Program. The Ralston Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

This additional cost does not cover for loss of the Student Computing Device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Ralston Public Schools will assess the Student Computing Device loss/damage and repair or replace the device if the loss/damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged for full replacement cost of a device that has been lost or damaged due to intentional misuse or abuse.**

### *Schedule of Repair Costs*

<i>Description</i>	<i>Without Device Coverage Cost</i>	<i>RPS Device Coverage Program Participant Co</i>
<i>Device Replacement</i>	<i>\$330</i>	<i>\$165</i>
<i>Motherboard(device replacement)</i>	<i>\$330</i>	<i>\$165</i>
<i>Keyboard</i>	<i>\$80</i>	<i>\$40</i>
<i>Battery</i>	<i>\$50</i>	<i>\$25</i>
<i>LCD Panel</i>	<i>\$90</i>	<i>\$45</i>
<i>AC Power Adapter w/ Cord</i>	<i>\$45</i>	<i>\$23</i>
<i>Top Cover</i>	<i>\$50</i>	<i>\$25</i>
<i>Bottom Base</i>	<i>\$60</i>	<i>\$30</i>

<i>Bezel</i>	<i>\$40</i>	<i>\$20</i>
<i>Camera</i>	<i>\$30</i>	<i>\$15</i>
<i>LCD Back Cover</i>	<i>\$40</i>	<i>\$20</i>
<i>Asset Tag</i>	<i>\$5</i>	<i>\$5</i>

## Policies and Appropriate Use

### Appropriate Uses and Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

### Ralston Public Schools Internet Safety and Acceptable Use Policy

Ralston Public Schools Internet Access is to be used only for classroom-related activities. This policy applies when using either school equipment or personal equipment on the district network. The administration reserves the right to refuse access to the Internet by Ralston Public Schools to anyone when it deems it necessary in the public interest.

### **Compliance with the Law and Use of Computers/Internet**

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.

Students at Ralston Public Schools shall receive instruction in Internet Safety. This curriculum will include material related to appropriate "Access to Internet by Minors", appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship.

### **Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18)**

Minors or adults shall:

1. Not access material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for education.
2. Not use Ralston Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Not engage in any illegal activities on the Internet.
4. Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Ralston Public Schools-related assignment or activity.
5. Not attempt to override or bypass any protection measure that has been put in place by Ralston Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Ralston Public Schools.
6. Minors shall not disclose personal identification information on the Internet.

### **Agreement Violations**

Any violation of this agreement may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Ralston Public Schools, including applicable State and Federal laws.

Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Student Handbook form.

### **Acceptable Use**

- We believe that access to the Internet is an important educational resource for our students.
- We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
- We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
  - As a safety precaution, full names or addresses are not to be revealed online.
  - Computer and network resources have been provided for educational purposes; game-playing and commercial uses are prohibited.
  - Sharing of individual accounts is prohibited.
  - Electronic mail (email) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel.
  - Chain letters and inter-relay chat are misuses of the system.
  - Vandalism or "hacking" of any kind is prohibited.
  - The security of the system and the rights of other users are to be respected at all times.
- Students who knowingly violate the terms of the agreement will be dealt with according to



the discipline policies of the individual school building and Ralston Public Schools and/or civil authorities.

- Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
- Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Ralston Public Schools harmless from any claims or damages arising from such use. Ralston Public Schools makes no warranties for the information or the services provided.

### **Privacy and Safety**

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- Ralston Public Schools makes every effort to filter web content through its comprehensive web filter; however, it is essential students and parents understand that students will be held accountable for using technology according to District policies.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

### **Legal Propriety**

- All students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
- Plagiarism is a violation of the Ralston Public Schools code of conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

### **Email**

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the Ralston Public Schools. This email system is monitored by the Ralston Public Schools Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Email is subject to inspection at any time by school administration.

### **Discipline Consequences**

- The student to whom a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Handbook or the Ralston Public Schools' Student Internet and Computer Access Policy (#5037), will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Ralston Public Schools Technology Department to ensure appropriate use. The Ralston Public Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

**Summer Chromebook Use**

Ralston Public School students returning to the district the next school year will retain their Chromebook and all issued peripherals during the summer unless parents elect to return their student's device for the summer. By keeping Chromebook during the summer months, parents and students understand that the use of the Chromebook falls under the Ralston Public Schools Student Internet and Computer Access Policy (#5037). Additionally, parents and students who have enrolled in the RPS Chromebook Coverage Program will be covered during the summer months. Parents and students further understand that if a student transfers out of the Ralston Public Schools, they are responsible for returning their Chromebook to Ralston Public Schools immediately. Failure to return the Chromebook will result in criminal charges being filed for stolen property.

## CHROMEBOOK USAGE HANDBOOK RECEIPT OF NOTIFICATION AND UNDERSTANDING

(Note: Students and parents can now fill out this form online.)

The Ralston Public Schools Student Acceptable Use Agreement (AUA) is on the next page of this document for your review. Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements of Ralston Public Schools regarding the use of computers and the Internet in the Ralston Public Schools.

Additionally, as part of the 1 to 1 initiative at Ralston Public Schools, the school district is recommending the purchase of an Equipment Repair and Replacement Program prior to the deployment of the Chromebook to your student. Under this agreement, the Chromebooks are protected against accidental damage if participating in the RPS Chromebook Coverage Program. The Ralston Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

This additional cost does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Ralston Public Schools will assess the Chromebook loss/damage and repair or replace the device if the loss/damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged for full replacement cost of a device that has been lost or damaged due to intentional misuse or abuse.**

Please check one of the following options:

SELECTION	DESCRIPTION OF OPTION
	<u>Option 1:</u> I accept and will abide by the Ralston Public Schools Chromebook Usage Handbook. <b>Additionally, I would like to participate in the optional RPS Chromebook Coverage Program for the amount of \$30, \$15 if student is free/reduced lunch status.</b>
	<u>Option 2:</u> I accept and will abide by the Ralston Public Schools Chromebook Usage Handbook. <b>I DO NOT wish to participate in the optional RPS Chromebook Coverage Program and understand that I am responsible for 100% of all damages.</b>
	<u>Option 3:</u> I accept and will abide by the Ralston Public Schools Chromebook Usage Handbook. <b>I DO NOT wish to have my student issued a Chromebook to take home.</b> (PLEASE NOTE: If you choose this option, students will be assigned a Chromebook for daily use at school and may be held responsible for 100% of damages as a result of gross negligence or purposeful damage).
<p>If Option 3 above is chosen, parents/guardians may still elect to enroll in the RPS Chromebook Coverage Program.</p> <p><input type="checkbox"/> <b>While I do not wish to have my student issued a Chromebook to take home, I would like to participate in the optional RPS Chromebook Coverage Program for the amount of \$30.</b></p>	

Print Full Student Name

Grade

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**Student Signature (REQUIRED)**

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**Date**

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**Parent/Guardian Signature (REQUIRED)**

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**Date****RPS Acceptable Use Agreement (AUA)**

Ralston Public Schools Internet Access is to be used only for classroom related activities. This agreement applies when using either school equipment or personal equipment on the district network.

This Acceptable Use Agreement (AUA) outlines the appropriate use of RPS's technology resources and services during and after school hours. By signing this form, students are indicating that they understand and agree to abide by the guidelines written below.

RPS network, technology resources and Internet access are school resources and use of them is considered a privilege. Therefore, violation of this AUA will result in the loss of this privilege and/or other appropriate discipline actions according to division-level policies. These actions may include written warnings, withdrawal of access privileges, and in extreme cases, suspension, expulsion or termination of privileges.

**Compliance with Law and Use of Computers/Internet**

Users of Ralston Public Schools technology will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.

**Safety and Security:**

- I will not attempt to access material that is obscene, pornographic, harmful to others, or otherwise inappropriate for education.
- I understand that passwords are private and should not be shared with others. I will not allow others to use my account name or password, or try to use that of others.
- I will not attempt to engage in hacking or attempts to bypass security settings or interfere with the operation of the RPS network in any way.
- I will use RPS network and technology resources productively and responsibly for school-related purposes.
- I will maintain the setup of RPS devices as they were when I received them.
- I will record or share image or audio files only when I have obtained permission from my teacher, media specialist or administrator. I will not use cameras in restrooms, locker rooms, or dressing rooms, regardless of intent.
- I will not use RPS network and technology resources to access, display, create or communicate material that is illegal, obscene, destructive, harassing, threatening, hateful or otherwise offensive. I am responsible for not pursuing or sending material that could be considered objectionable or harmful to myself or others.
- I will be responsible for all of my digital files, including backing up files not already stored in the cloud.

**Digital Citizenship**

- I will use technology in such a way that does not disrupt the educational environment. This includes setting all of my devices on "mute" or "vibrate" unless permission is obtained from the teacher, media specialist or administrator.
- I will be thoughtful and polite and use appropriate language in my digital communication, as determined by school administrators.
- I will follow appropriate guidelines when publishing work online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
- I will respect the intellectual property rights of others. I will obey copyright guidelines and avoid plagiarizing others' work or ideas.
- I understand that I am an ambassador for the school/District in all of my online activities, which should not reflect negatively on my school/District. I will not post personal or embarrassing information about other students, employees, members of the RPS community or myself.

**Expectations of Privacy**

The computer system, including email and Internet, is the property of the Ralston Public School District. RPS relies on a combination of self-hosted, externally hosted, and cloud-based services. These services are primarily intended for educational and business use and are subject to monitoring at any time. Although RPS does not routinely check communications or files, it has the right to review, audit, and disclose all matters sent over or stored on the system. As a result, members of the RPS community should recognize that there is no reasonable expectation of privacy when using the computer system.

**Respecting and Protecting Intellectual Properties**

The increasing use of technology and multimedia at RPS presents a wonderful opportunity for students and teachers to share what they do with others at RPS. The presentations, photos, video and audio of classes, field trips and school events are often shared electronically through web-based resources. Sometimes, students and parents buy or receive copies of school events on media, such as CDs or DVDs. The instinct to share achievements is understandable, but these files are for private use only. Any sharing of these materials within the RPS Google domain is prohibited.

**Agreement Violations**

Any violation of the agreement may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Ralston Public Schools, including applicable State and Federal laws.

Users of Ralston Public Schools technology shall be granted permission to access the Internet upon receipt of the signed Acceptable Use Agreement Signature Form available from your building administrator or media specialist.

*Details and definitions of the full Ralston Public Schools Student Internet and Computer Access Policy (5037) can be reviewed on the Ralston Public Schools webpage.*