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I. INTRODUCTION

1. ADMINISTRATIVE MESSAGE

Our Student Handbook has been prepared in order that you may become better acquainted with the rules and regulations necessary for a successful and harmonious school year.

In any society rules are made for a few, but observed and followed by all members. This is equally true in our school system. In most cases these rules are of little or no concern because good judgement and common sense will take care of the situation.

If and when you feel revisions are necessary and should be made, please approach us in a mature and responsible manner, and we will endeavor to see what can be done.

With these thoughts in mind, please feel free to come in at any time for any assistance we may provide. With a little effort on everyone's part, we are certain that we can have a successful, pleasant, and rewarding school year.

*Kevin Thomas
Phillip Hoyt*

2. SCHOOL SONG

*Cheer, cheer for Potter-Dix High
Shake down the echoes, so praise the sky.
Roll the volley yell on high,
Shake down the thunder from the sky.
Although the odds be so great or small,
Potter-Dix High will win over all.
As our loyal sons go marching onward to victory.
To Victory!*

3. SCHOOL BOARD

Tim Maas	879-4292
Vern Nelson	879-4559
Larry Miller	249-0178
Staci Magnine	682-5056
Jerome Frei.....	879-4508
Claire Smith	879-4604

4. ADMINISTRATION

Kevin Thomas, Superintendent	879-4396
Phillip Hoyt, Principal	879-4434

5. FACULTY

SECONDARY SCHOOL FACULTY

Daria Anderson-Faden, Social Studies.....	235-2057
Kristi Jung, Business, Music.....	879-4305
Kathy Larson, English - Speech.....	879-4518
Paula Wolff, Guidance.....	254-4498
Jennifer Thomas, Art/Art Supervisor.....	879-4396
Chris Stevens, Music.....	254-6234
Ryan Runge, Industrial Arts.....	254-6176
Linda Brauer, Family Consumer Science.....	884-2504
Joe Martin, History, PE.....	879-4570
Lori Biesecker, Special Education.....	879-4251
Angala Frerichs, Math.....	235-3248
Joette Wells, Science.....	879-0124
Jayson Gregory, English, Math, Reading.....	402-326-9192
Dale Frerichs, PE, Science.....	235-3248
Mindi Soldatenkov.....	308-390-1656

ELEMENTARY SCHOOL FACULTY

Rebecca Brooks, Kindergarten.....	682-5542
Kristin Kasten, First Grade.....	879-4340
Judy Grimes, Second Grade.....	879-4481
Patty Slama, Third Grade.....	879-4461
Krista Miller, Fourth Grade.....	235-3248
Glynis Mueller, Fifth Grade.....	879-4584
Ruth Olsen, Sixth Grade.....	879-4358
Beth Bogert, Art.....	682-5566
Sharon Johnson, Library.....	682-5358
Chris Stevens, Music.....	254-6234
Kathy Gorman, Special Education.....	879-4595

BUILDINGS

Dix Site.....	682-5226
	fax- 682-5227
Potter Site.....	879-4434
	fax- 879-4566

6. FIRE DRILLS

Fire drills will be conducted monthly. The following guidelines and rules will be observed for the Potter building:

<u>Room No.</u>	<u>Exit Routes</u>
111	Go West and out South exit
112	Go West and out South exit
117	Go West and out West exit
118	Use South Room exit
124	Use South Room exit
127	Go West and out West exit
128	Go West and out West exit
129	Go West and out West exit
130	Go East and out South exit
131	Use South exit
132	Go West and out South exit
133	Use West door of lobby
Office	Use West door of lobby
139	Use North exit
148	Use North exit
149	Use shop exit
201	Go North and out West exit of lobby
202	Go North and out West exit of lobby
203	Go South and out Southwest exit
204	Go North and out Southwest exit
206	Go North and out West exit of lobby
Kitchen	Use South Exit
Gymnasium	Use East exit in gym
Cafeteria	Use East Exit

The following guidelines and rules will be observed for the Dix building:

<u>Room No.</u>	<u>Exit Routes</u>
Kindergarten Room	Exit out the South door of the classroom
1st Grade Room	Exit out the South door of the classroom
2nd Grade Room	Exit out main entrance
3rd Grade Room	Exit out the South door of the classroom
4th Grade Room	Exit out the West doors
5th Grade Room	Exit out the West doors
6th Grade Room	Exit out the South door of the classroom
Music Room	Exit out the Main entrance
Lunch Room	Exit out the Main entrance
Resource Room	Exit out the Northeast entrance
Gymnasium	Exit out the Northeast entrance
Locker Room	Exit out the South entrance
Kitchen	Exit out the South doors of the Kitchen
Art	Exit out the South door of the Art Room
Guidance	Exit out the East entrance
Computer Lab	Exit out the East entrance
Library	Exit out the East entrance
Office	Exit out the Main entrance

ADDITIONAL INSTRUCTIONS

1. Close all windows
2. Shut off lights
3. Teacher take grade book
4. Close door to room
5. Proceed quietly and calmly toward assigned exit
6. Clear building by at least 100 feet
7. Wait for further instructions

7. TORNADO DRILLS

Tornado Drills will be held when relevant. A tornado drill will be signaled by 5 short rings on the bell system.

Potter Site - Upon hearing this signal proceed immediately to the High School and Junior High Boys locker rooms. Grades 9-12 will use the east (High School) locker room and Grade 7-8 will use the west (Junior High) locker room. Crouch on the floor, cover head with hands and arms.

Dix Site-Tornado:

Grade K - go to adjoining bathroom

Grade 1 - go to middle locker room

Grade 2 - go to adjoining bathroom

Grade 3 - go to adjoining bathroom

Grade 4 - go to middle locker room

Grade 5 - go to middle locker room

Grade 6 - go to middle locker room

Art, Music, Library, Computer, Guidance, Resource - go to middle locker room

II. ACADEMICS

1. PROGRAM OF STUDIES

The Potter-Dix Public School system is organized as follows:

Elementary School:

Kindergarten through Grade 6 (self-contained classrooms plus some specialized fields and some departmentalized situations)

Secondary School:

Grades 7-12 (departmentalized; basic education courses plus a large number of elective courses)

The matter of selecting high school courses is a very important responsibility for each student and should be done with one's future in mind and in consultation with one's parents or guardians and with the school authorities.

For those students who wish to continue their education following graduation from High School, care should be taken while in high school to see that basic course requirements have been, or can be met in order to meet enrollment standards imposed by the college, business, technical, or trade school one may wish to attend.

Generally speaking, college-bound students will most likely want and need to have a strong background in the basic academic areas—English, mathematics, science, and social studies, and a foreign language. Business, trade, and technical school prospects will also need a certain breadth and depth of the basic subjects, as well as courses that may be especially appropriate to their future work and study.

Even if one is uncertain of their future, they should avail themselves of the opportunities presented in the High School to obtain a well rounded education -- one that can be applied in numerous ways after graduation.

2. GRADUATION REQUIREMENTS

(REVISED AS OF AUGUST 2010)

Minimum requirements for graduation from High School are as follows (Grades 9-12):

	<u>SEMESTERS</u>	<u>HOURS</u>
English (English 9, 10, 11, 12)	8	40
Mathematics	6	30
Science (Physics, Biology/Life Science & Chemistry)	6	30
Social Science (World Geography, World History, American History, American Government)	8	40
Practical and Applied Arts (Business Courses, Technology, Family Consumer Science, Industrial Technology, Community Involvement, Journalism)	4	20
Students must take classes from at least two different departments mentioned above. Only 10 hours from a department will count toward meeting this requirement.		
Physical Education/Health (PE/Health 10)	2	10
Fine Arts-(Music and Art)	2-90 min. 4-50 min.	10
Computer (Computer Applications 9)	2	10
Speech	1	5
Required		195
Electives		80
		275

Elective Classes

English--Expository Writing, Grammar, Creative Reading/Writing, Comp I & II, Modern Literature

Family and Consumer Science (Practical and Applied) Adult Living, Advanced Foods, Food & Nutrition, Sewing & Crafts

Business (Practical and Applied) -- Information Technology Applications, Business Law, Accounting, Advanced Accounting, Personal Finance

Math--Business Math, Geometry, Algebra I, II or III, Calculus, Adv. Math, College Algebra & Trigonometry

Science--Advanced Physics, Advanced Biology, Anatomy & Physiology, Chemistry II

Social Science--Psychology, Sociology

Language--Spanish, Spanish II

Industrial Technology (Practical and Applied)-- Drafting, Woods I, II, III or IV, Metals, Industrial Tech., Mechanics, Electricity, Building Construction, Welding, AutoCAD

Art--Art I, Advanced Art, Photography

Community Involvement (Practical and Applied)--Community Involvement

Journalism (Practical and Applied) --Year Book

Physical Education--PE/Weights

Technology (Practical and Applied) -- Photoshop, Advanced Computer Applications, Graphic Design, Web Design

***English and Social Science Electives may be used to fill requirements only if a required class is not passed.

1. A minimum attendance of eight semesters (the normal amount of time) in Grades 9-12 is required for graduation. During that time, a minimum of 200 semester hours of "solids" must be taken plus at least 75 additional semester hours of work. These are minimum requirements; many students will want to exceed the minimum.

2. A student may drop or add a class up to one week after the start of the semester. A permission note must be signed by the guardians, teachers and principal.

3. All courses of study will be developed and evaluated individually through conferences with the counselor, principal, and/or superintendent. Courses elected, and any changes in the program, should be approved by the student's parents or guardians, and principal.

4. Transfer students and others who may be unable to comply with the requirements due to extenuating circumstances will have their programs evaluated individually by the counselor and principal who will recommend adjustments to the superintendent for confirmation.

5. Near the end of each school term, the superintendent, upon advice from the principal, will certify to the Board of Education the names of all students who have (and have not) successfully completed the requirements for graduation from High School. Diplomas will be awarded to those who complete the requirements. Seniors will check out of classes the Tuesday prior to graduation, * Providing there is no senior sneak day(s). Any senior not completing graduation requirements will not be allowed to participate in commencement exercises.

6. Midterm graduation: Graduation at the end of the first semester of the senior year may be recommended by a special graduation committee composed of the Superintendent of Schools, the High School Principal and the Guidance Counselor. Final approval will be made by the Board of Education at the Regular January meeting with student and parents in attendance.

The recommending committee shall use the following guidelines:

1. A request in writing be made to the High School Principal by the senior student on or before November 1st of the current year stating reasons for desiring early graduation.

2. Written approval of the parents or guardian will be presented to the High School Principal by the senior student on or before December 1st of the current year.
3. Student Qualifications for midterm graduation shall be the same as for the spring graduation with the exception of the eight semester requirement.
4. Valid reasons for midterm graduation could include but shall not be limited to:
 - [a] Marriage
 - [b] Immediate enrollment in college or trade school
 - [c] Enlistment in the Armed Services
 - [d] Pregnancy

Diplomas will be issued at the Regular February Board Meeting.

3-A GRADE PLACEMENT OF STUDENTS

The principal of the school shall determine the grade in which a student shall be placed according to school board policy. The final report of the student's school marks shall indicate the grade in which the student shall be placed at the beginning of the ensuing year. Students transferring from another school shall be placed in the grade recommended by the previous school. Students in grades K-8 failing 50% or more of their core subjects will repeat that grade unless extenuating circumstances prevail.

3-B HIGH SCHOOL ENTRANCE REQUIREMENTS

Min. requirements for entrance into High School are as follows for Grades 7 and 8:

	SEMESTER HOURS
English	20
Mathematics	20
Science	20
Social Studies	20
Electives	20
Total Minimum Number of Hours	100

All students meeting the above requirements will be admitted to High School as students in good standing.

Any student failing to meet the above requirements will be admitted on a probationary basis.

3-C OPTION STUDENTS

Option students wishing to enter the Potter-Dix Schools must apply, and have the necessary applications and approved forms submitted as per Nebraska Department of Education Guidelines and the P-D Board of Ed.

3-D FULL-TIME AND PART-TIME ENROLLMENT

The exceptions and principles for students who wish to enroll in a full-time or part-time basis are outlined in board policy. For those wishing to be enrolled as a part-time student will need to fill out an application.

4. STUDENT AND PERSONNEL LISTS

School personnel shall not provide lists of names of graduating

seniors, of school students, of school personnel to any agencies outside the school except nonprofit institutions of higher learning and military recruiters.

5. SUCCESS FOR LEARNING PROGRAM

In order to give each child every opportunity to succeed at his/her educational process, the school is continuing the SFL program.

This program has been developed because of a significant need to provide students, who are struggling academically, with opportunities for individual instruction, facilitate study skills, improve reading comprehension, and general student performance. Fridays will be set aside as early release days for students.

Each student will be assured additional time and support when needed through a small-group or one-on-one tutorial until he/she has achieved mastery of all lessons. The guided study program will give all students the skills, disposition, and direct supervision to ensure that they complete their work and begin to experience and maintain academic success.

School will be dismissed every Friday at 1:30 p.m. Shuttle buses will run at that time with route buses running accordingly. Parents will be notified by Thursday of the week their child(ren) will be receiving individual instruction on Friday. Parents will then be responsible to pick up their child(ren) on that Friday at 3:00 p.m. at the latest.

6. CORRESPONDENCE COURSES

Correspondence courses, with prior approval by the principal, may count toward graduation. Such courses must be:

- a. Enrichment in nature and not offered in the local curriculum but needed for the student's educational goals, or
- b. Whenever the student cannot finish his/her High School education by attendance at school.

The school will reimburse the student for approved courses in the amount of the actual costs for tuition and books after successful completion of the courses and if the course is **NOT offered** by the school.

- c. Tuition for dual credit/D.L. classes will be paid for by the student.

7. GRADING SYSTEM

The grading system of the High School is based on percentages.

The letter equivalents are:

- | | |
|----------|-----------------------------------|
| A 94-100 | D 70-77 |
| B 86-93 | F Below 70, Failing |
| C 78-85 | P Passing, achieving capabilities |

Report cards are sent home following the end of each nine week period.

8. G.E.D. TESTS - DIPLOMAS

The Board will act on each case individually in regard to issuing diplomas based on performance of this type of test.

9. HONOR ROLL

The Potter-Dix High School desires and encourages a high level of achievement in school work. Good school work has an effect upon "after school" life and it is becoming more necessary for successful entry into college work.

The honor roll is published at the end of each nine weeks. There will be two honor rolls. The "A" honor roll and the "B" honor roll. To qualify for the "A" honor roll, the student must have no grade below 94. Students must receive all grades of 86, or better, for the "B" honor roll. Allied Activities do not count towards the honor roll. All class work must be complete to qualify for the honor roll.

10. HONORS NIGHT

Students will be recognized for the expertise shown in each academic area and all extra curricular activities based on G.P.A., attitude, number of classes taken, etc.

11. COMMENCEMENT

Commencement is the graduation exercise which takes place each spring. All graduating seniors must attend unless excused by the superintendent.

Caps and gowns are worn at Commencement. The diplomas and scholarships are presented at Commencement. The speaker of Commencement is chosen by the superintendent and the graduating class. All recommendations for Commencement speaker must be approved and submitted by the class sponsors by April 15th of the graduating spring. Speeches by the Valedictorian and Salutatorian are also made at that time subject to approval by the Principal.

Included in the scholarships presented will be two Grant-In-Aids to the two highest graduating seniors according to scholastic rank in class. Annual amounts to be awarded at the spring graduation exercises will be \$600 to the valedictorian and \$400 to the salutatorian. This amount will be sent directly to the post secondary school at the recipient's choice upon successful completion of the first semester or period of attendance. Should either one or both recipients refuse acceptance of the grant-in-aid, the award(s) will be passed on to the next highest student(s) according to scholastic rank.

12. HONORS AND SCHOLARSHIPS

The semester grades by numerical percentage of each student for all scholastic courses shall be averaged. The student with the highest being valedictorian and the next highest being salutatorian. In case of a tie for valedictorian and/or salutatorian, there shall be a co-valedictorian and no salutatorian, or a valedictorian and co-salutatorians in case of a tie for the second place. Students to be eligible must attend our High School their Junior and Senior years. Scholarships shall also be awarded on the same basis.

13. GUIDANCE COUNSELOR

1. The High School's guidance counselor's main responsibilities are

apptitude, I.Q., and other kinds of tests. He/she directs the College and Career Nights, counsels students on various problems, and helps students to decide on future occupations.

Students are encouraged to consult the Guidance Counselor regarding individual schedule changes. Also, the Guidance Counselor will be available to discuss personal problems of a confidential or non-confidential nature. He/she will also discuss any recommendations for curriculum improvement.

2. Career Awareness/Work Readiness. To prepare students for continuing education or a work environment, students will participate in the following:
 - a. **Job Shadowing:** Juniors and Seniors will be encouraged to job shadow 1-2 times each year. A parental approval card signed by the parent will be required one day prior to the student leaving to job shadow. A formal letter of appreciation will be sent to the person they job shadowed.
 - b. **Career Portfolios** (Grades 9-12): Students will be required to compile a career oriented portfolio that will become a useful resource for post-secondary education or work experience. These portfolios will contain assessment scores, transcripts, cover letters, resumes, letters of recommendation, work experience, job shadowing/internship experiences, community service, and business contacts. These portfolios will be kept on file at the school and will be presented to the students upon graduation.

III. ACTIVITIES

1. CREDITS FOR ALLIED ACTIVITIES

Allied Courses are Pass/Fail

Activity	Credit Per Semester
Band	Five credit hours per semester
Vocal Music	Five credit hours per semester
Football	One semester hour per year
Volleyball	One semester hour per year
Basketball	One semester hour per year
Track	One semester hour per year
Physical Education	Two and a half or Five credit hours per semester
Library Aide	One per semester
Student Aide	One per semester
Swing Choir	One per semester
Golf	One per semester
Drama	One per semester
Cheerleader	One per semester
Speech	One per semester

* Allied Courses do **not** count toward any honors

NOTE: Credit in each activity will be given if the student completes the activity each semester or sport each season and devotes a minimum of twenty-five clock hours of time to the activity. The sponsor of each activity will determine the eligibility for credit.

2. REGULATIONS GOVERNING SCHOOL ACTIVITIES

Wednesday night is church night in Potter and Dix. Absolutely NO school activities or practices will be scheduled on Wednesday night. The only exceptions will be activities over which the school has no control.

There will be no school activities or practices of any kind on Sundays.

3. ACTIVITIES

Students will be encouraged to participate in both academic work and in activities. It is felt the expressions in both types of endeavor, in many cases, results in a more complete and wholesome type of growth.

a. The Junior Class is to have Primary Consideration for promotion sales. Authorized fund raising projects by the Junior Class shall be limited to five; all other classes are limited to three. Additional fund drives must have the approval of the Principal. Examples include: (1) Concession stands; (2) One Work Day; (3) Magazine Sales; (4) Pancake Feed; etc.

b. All money making projects must have approval of the principal.

c. All classes and other activities shall deposit their receipts in a central fund in the office, and money shall be paid out of this fund only upon a proper order by the organization. The Board shall receive a monthly report of this fund. Any monies remaining in this fund after a class graduates will either be turned over to the general fund or will be used towards a gift to the school as the class designates.

d. School buses used for activities: School buses are to be used only for the transportation to and from school activities when not interfering with the regular bus routes.

e. Eligibility of participation and attendance at school district expense in all state activities shall follow Board Policy. Details provided by coaches and sponsors.

f. ***The practice of holding initiations into classes, activities, or organizations will not be permitted.***

4. ACTIVITIES AND ELIGIBILITY - GRADES 7-12

a. **Academic Eligibility Requirement:** In order to be eligible for any extra activities sponsored by the Nebraska School Activities Association, a student must be passing 20 hours of academic work. Academic Eligibility will be checked every week. If a student is failing in one subject two consecutive weeks he/she will be ineligible for the next week's activities. The student will be expected to attend practices as usual. Teachers are responsible for giving students their grades every Friday. Notification by the Activities Director will be given to both the sponsor and participants on the Monday of the week of their ineligibility.

b. **Attendance Requirements:** A student must be in attendance at least the second one-half day of the school day on the day of the school activity or he/she shall not be allowed to participate in the school sponsored activity. If however, the student secures the Principal's

permission prior to the absence from school, he shall then be considered eligible to participate. An excused absence will still permit a student to participate in an activity on the following day such as a Saturday.

c. **Personal Appearance:** Appropriate dress for activity participation will be determined by the Activities sponsor.

d. **Activity Participation:** A student who attends a school event as a spectator will be considered a representative of the school body and his behavior at that activity will be governed by the school as well as the behavior of the student who directly participates in school activities.

e. **Alcohol, Tobacco and Drug Usage:** Use of alcohol, tobacco and/or drugs will result in disciplinary action as per Board Policy. Forms shall be provided for parents and students to read and sign.

f. **Special Notation:** The above listed conditions affect all students who participate in any school sponsored activities.

These are minimum rules effecting activity participation. However, in situations that administration considers to be flagrant violations, other disciplinary action may be taken.

g. A student riding in a school-owned vehicle to any event shall return on that vehicle unless the student's parent/guardian gives the coach/sponsor a signed note granting permission for their child to ride with them. The school will grant this permission only to the student's parent/guardian at the event. The parent/guardian must hand the permission note to the coach/sponsor at the away site, sign a check-out sheet, or if extenuating circumstances exist - the parent may come into the administration and have their request notarized prior to departure.

h. All players will ride the practice shuttle to Dix unless they reside in Dix or their route bus originates in Dix. These students from Dix may drive to practice. They may **not** transport anyone else.

Circumstances will arise when an athlete will need to drive to practice that does not live in Dix. This will be allowed if the student's parents prearrange this with the coach. These instances should not occur very often.

i. **Attendance At State Sponsored Activities:** Pursuant to their Philosophy of Fiscal responsibility, the Potter-Dix Board of Education will follow the participation guidelines set forth by the Nebraska State Activities Association for all state competition. All allowable expenses will also concur with the state Regulated Reimbursement Rate. Only the per diem expenses following District competition will be underwritten by the Board of Education.

Guidelines will be reviewed by the Sponsors, Head Coaches and Activity Director prior to the start of each season in order that all students are aware of the circumstances established.

Any deviation from the above mentioned policy must occur prior to the start of the activity and cleared by and through the Administration.

The following numbers have been established for each activity:

A. Football - Players and manager totaling 26 and varsity coaches.

B. One Act Play - Cast and crew members totaling 36 and varsity coaches.

C. Volleyball - 14 players, varsity coaches, and 1 manager.

- D. Basketball - 12 players, varsity coaches, and 1 manager.
- E. Speech - Those who qualify at districts plus varsity coaches.
- F. Track - Those who qualify at districts plus varsity coaches.
- G. All State Music - Those who qualify plus sponsor.
- H. Destination Imagination - Those who qualify and coaches.
- I. Golf-- Those who qualify and coaches.

In addition, any incapacitated person that would have been a varsity team member is still considered a part of the team and will be allowed to attend in addition to their varsity replacement. This applies to football, volleyball and basketball teams, play cast, duet acting, OID, and relay teams (any group action depending on other people). All injuries must be current, not anticipated.

Pursuant to the Nebraska State Activities Association guidelines, all school sponsored competition in any sanctioned event shall end with the completion of the State Tournament.

Destination Imagination is not a State sanctioned event, consequently competition beyond the state level will be permissible for those that qualify. The Potter-Dix Board of Education shall be financially responsible for expenses incurred to the state level.

5. ORGANIZATIONS AND ACTIVITIES

Our High School offers extra-curricular activities to help promote more interest and a change of pace for its students. The following is a brief description of each:

1. Music Program: Our High School has had an excellent band in past years. Tryouts for Swing Choir are held in the spring for participation during the upcoming school year. Those to participate are chosen by the music teacher.

2. Classes: Class Officers shall be: President of class and Representative to Student Council, Vice President, Secretary/Treasurer, Class Representative to Student Council. Voting will be held as soon as possible at the beginning of school.

3. Cheerleaders/Dance Team: Cheerleaders/Dance Team will be elected in the spring according to established Bylaws, which are available upon request. Any member violating the Constitution Bylaws of the Club is subject to dismissal.

4. Student Council: Elected students serve as representatives of the student body to develop leadership skills and give students practice in democratic self-government. Student Council will consist of:

President -- Seniors eligible only

Vice President -- Juniors and Seniors eligible only

Secretary-Treasurer -- Sophomores, Juniors and Seniors eligible only

Representatives -- (Two from each class, grades 7-12). The class president shall serve as one representative and the other shall be elected by the class.

Election of officers by the student body, grades 9-12 will be held in the fall. Voting on representatives by each class will be accomplished at the first regular class meeting of the school year.

5. Varsity Letter:

a. Philosophy for Letter Requirements -- Participation will be encouraged by minimizing stringent tangible requirements such as participating in a certain number of quarters or scoring so many points. Rather, the real inherent values gained from activity participation are obtained through intangible attitudes, expressions and experiences. The major emphasis for earning a letter award will include consideration of the following:

High moral standards	Dedication
Respect for fellow team members	Desire and enthusiasm
Coachability	Courage
Teamwork	Sincerity
Pride in self and school	Attendance
Obedience of training requirements	Sacrifice

b. Determination -- It will, primarily, be the responsibility of the head coach/sponsor in each activity to determine the letter winners at season's end.

c. Wearing of the Letter -- It will be the responsibility of the participant who earns a letter to wear that letter with pride, being always conscious of the important values previously enumerated.

d. All of the requirements for the Varsity Letter and Manager Letter are dependent upon successful completion of the entire activity season. (Successful completion meaning regular attendance of practice and games/performances, etc. to the end of that activity season.)

e. The Manager Letter award will be a Manager Certificate.

f. Football Requirements:

1. Accumulate sixteen (16) quarters of action. **Or**
2. Extenuating circumstances such as participation under pressure situations which are necessary and essential to the program and the well-being of the ball club.

g. Volleyball Requirements:

1. Participation in 6 Varsity games (2 to 5 games/match) during the season. **Or**
2. Extenuating circumstances that in the opinion of the volleyball coaches merits receiving a Varsity Letter.
NOTE: If a senior doesn't make the varsity team, he/she may be CUT from the team unless there are, in the opinion of the volleyball coaches, extenuating circumstances.

h. Boys and Girls Basketball Requirements: A player must meet one of the following requirements to receive varsity letter:

1. A player needs the same number of quarters plus one as the number of games in the varsity schedule. **Or**
2. Extenuating circumstances that in the opinion of the basketball coaches merits receiving a varsity letter.

NOTE: If a senior doesn't make the varsity team, he/she may be CUT from the team unless there are, in the opinion of the basketball coaches, extenuating circumstances.

i. Boys and Girls Track Requirements:

A track athlete must meet one of the following requirements to receive a varsity letter:

1. Score in a Conference-District meet, or accumulation of 10 points in major meets. **Or**
2. Any track athlete who sets a school record while performing at a competitive meet as a member of a relay team or as an individual will automatically meet the scoring requirements for lettering. **Or**
3. Extenuating circumstances which in the opinion of the track coach merits receiving a letter.

j. Golf Requirements:

A golfer must meet one of the following requirements to receive a varsity letter:

1. Place in the top ten at a tournament.
2. Compete in at least 50% of all varsity tournaments.

k. Manager Requirements:

To earn a manager certificate for a sport, the following standards must be met:

1. Performing the responsibilities of a student manager as requested and outlined by the coaches of that sport.
2. Extenuating circumstances that in the opinion of the coach merits receiving a Manager Certificate.

l. N.S.A.A. Rules and Regulations:

As a member of the Nebraska School Activities Association the High School shall strictly conform to all rules and regulations established by this governing organization.

m. Grievance Procedures:

Any athlete who feels they have unjustly been denied a letter award may appeal to the school administration.

6. Other Athletic Awards:

A most valuable athlete medal may be awarded for each sport for both boys and girls grades 9-12. Each recipient will be determined primarily by three criteria: (1) Team Vote, (2) Statistics, and (3) Coaches' evaluation. The coaches evaluation can preempt all criteria.

An all-sports medal will be awarded to any athlete who has lettered as a participant in three sports. A student manager in any sport **will not** qualify towards this award.

7. Athletic Practice Running will be confined to the village boundaries.

8. All High School and Junior High boys are eligible to try for football, basketball, track, and golf providing they meet the academic requirements for eligibility. Volleyball, basketball, track and golf are offered for girls.

Both boys and girls must pass a physical exam and provide evidence of insurance protection for each sport in which they participate.

9. A student should not hold more than **one** of the following major offices during a school year:
 - a. Senior class president
 - b. Junior class president
 - c. Letter Club president
 - d. Student Council president
 - e. Class treasurer

6-A. SCHOOL DANCE GUIDELINES

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

The High School will be allowed three all-school dances in addition to the Junior-Senior Prom each school year. There must be a President, Dance Chairman, and at least one sponsor for each one.

The doors are opened at the hour announced. **(No students may leave the dance and return.)** Ample supervision will be supplied. Only students enrolled in our High School and their approved dates will be allowed. Registration of out-of-school dates must be made in the office by no later than 3:00 p.m. on the day of the dance, or the day before if the dance falls on a Saturday night. No dates over the age of 19 years old will be allowed. Junior High students are not allowed to attend High School dances. Dances for the purpose of raising money for classes or organizations will not be allowed in school facilities.

General Rules of Student Conduct at Dances. In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

Who Can Attend: Only students of Potter-Dix Public Schools and their guests may attend.

- a. Students currently attending Potter-Dix High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Potter-Dix High School or their own school are generally considered appropriate dates or invited guests.
- b. Persons who are younger than 14 or older than 19 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
- c. Some school dances may be restricted to students attending specified grades levels at Potter-Dix Public Schools. For any dances at the junior high level, only students attending Potter-Dix Public Schools in the grade(s) for which the dance is being held may attend.
- d. Students who have been suspended from school or from extracurricular activities may not attend.
- e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
- f. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.
- g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.

Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using these or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

Eligibility for Selection as Royalty: Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards:

Achievement, Citizenship and Conduct Qualifications:

- a. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
- b. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
- c. The student must be passing all classes and have a cumulative grade average of a D or its equivalent.
- d. The student must not have had excessive violations of school policies and procedures during their high school career.
- e. The student may not, within twenty-four months of the dance, have engaged in criminal violations involving:
 - (i) alcohol, drugs or tobacco;
 - (ii) driving law violation in which the penalty is a loss of four points or more under the point system;
 - (iii) a Class I, II, III, or IIIA or Class W misdemeanor; or
 - (iv) a felony. Criminal violations will be deemed to

have occurred where: (a) a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or (b) a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.

1. Royalty Candidate Eligibility and Selection: The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by a committee appointed by the Principal for each dance at which royalty is to be selected ("Royalty Candidate Eligibility and Selection Committee"). The committee will ordinarily include the Principal, Activity Director and the certificated staff sponsors.

2. Pre-Qualification of and Acceptance by Student: All students nominated for dance royalty shall meet with the Principal. At the meeting the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for dance royalty and the responsibilities of such an all school honor. The Principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student's eligibility for the honor of being nominated for or awarded dance royalty.

3. Specific Dance Eligibility and Selection Requirements:

a. Homecoming Queen & King: Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King. The queen and king will be chosen from the qualified nominees by secret vote of the student body during Homecoming week. Crowning will be held at the fall sports event deemed to have the largest attendance.

b. Prom King and Queen: Only a Senior girl shall be eligible to be Queen and a Senior boy shall be eligible to be King. The candidates may not have been previously selected as royalty at another school sponsored dance. The King and Queen will be chosen from the qualified nominees by secret vote of the Junior Class.

6-B. PROM GUIDELINES

The Junior Class will hold a Banquet and Prom for the Senior Class. Expenses will be paid by the Junior Class.

- A. Supervision will be provided by the Junior Class sponsors and the Principal.
- B. When a student enters the banquet or dance she/he will not be able to leave and return.
- C. All out of school dates must be registered in the office the day before the dance. No dates over the age of 19 years old will be allowed.
- D. Decorating may begin the week of the dance, in the evening no later than 9:30 p.m. The Junior Class will be dismissed from

school the day before the prom to complete the decorations. Decorating will be allowed on Wednesday evening until 6:00 p.m.

E. Clean up will be the Sunday after prom if necessary.

7. HOLIDAY TOURNAMENTS & PRACTICES

The students will not participate in any tournament during the Christmas Vacation. Extracurricular activities or practices will not be held from the time students are dismissed for Christmas Vacation through December 27. Only scheduled regular season games may be held during this time.

If practices are held after December 27, attendance is optional.

The school will be closed during this time to any individual or group.

8. EXTRACURRICULAR ACTIVITY CODE OF CONDUCT

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image. The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules. See Board Policy #5103.

IV. RULES AND REGULATIONS

1. POLICIES AFFECTING STUDENTS

A. Code of Conduct

In the broader sense, there are three basic rules which all students should observe so that they can gain the highest possible academic achievement:

1. Have a concept of, and practice, the rules of good citizenship, conducting yourselves as ladies and gentlemen.
2. Realize that you are in attendance at school to receive the best possible education.
3. Do the best possible work in school within each individual's capabilities.

The following guides are set up to enable the student to observe these basic rules.

1. This handbook is placed in the hands of all students and parents. It should be kept near at hand at all times, preferably in the notebook or at home.
2. Students need to practice constructive leadership and citizenship and are responsible for helping to create a good classroom situation.

They should have a quiet attentive attitude in the classroom and study hall and should give the teacher complete cooperation.

3. Students will be expected to be in one of three places during the school day: (a) classrooms, (b) supervised study hall, or (c) sponsored activity. Students may get permission to see another teacher by obtaining a transfer slip.

Under no circumstances should a student interrupt a class lecture situation. No student should be in the locker room during the last period of the day. No coach or teacher may give permission for students to dress early for practice.

4. Study hall and class rules will be established by those in charge.

5. Students are expected to conduct themselves in an orderly manner at all sponsored activities. They should assist the teacher in charge by giving him/her the same cooperation as is given in the classroom.

6. Promptness is an associated learning in all schools; it is expected that the students will be on time.

7. Students tardy at the beginning of the school day will report directly to their first period. Tardies will be reported to the office by the end of the day. If a student misses more than 15 minutes of a class they will be counted absent.

8. Noise must be held to a minimum while moving from class to class.

9. All property belongs to the school and has been provided at the taxpayer's expense. This property is for use by students for the purpose of education. Any defacing, mutilation, vandalism, or destroying of this property will be paid for if destroyed or harmed. Do not put nails or staples in woodwork for any reason.

10. Students sent to the office for discipline during the day will be required to make up time they are out of class after school with the teacher.

B. DISCIPLINARY ACTION FORMAT FOR HIGH SCHOOL AND JUNIOR HIGH SCHOOL

If a student is suspended from school she/he will receive zeros for the work missed. **Suspension from school includes suspension from all extracurricular activities for the same period of time.**

DISCIPLINARY ACTION BY THE ADMINISTRATION

State law gives the administration and teaching personnel in the school the responsibility of maintaining good order and discipline. Those in charge of the classrooms and activities may take such actions as are necessary regarding student behavior, including but not limited to: counseling, parent conferences, rearrangement of schedules, requirements that a student remain in school before or after regular hours to do additional work, requirements that a student receive certain counseling and restriction of extra-curricular activities.

2-A. TYPES OF SUSPENSION AND EXCLUSION

The state provides for 5 types of exclusion:

1. **SHORT TERM:** Up to (and including) 5 days.
2. **EMERGENCY:** Immediate exclusion if the student has a dangerous disease, or her/his conduct presents a threat to the physical safety of the school community, or is very disruptive.
3. **LONG TERM:** More than 5 days, less than 20.
4. **EXPULSION:** Remainder of semester.
5. **MANDATORY REASSIGNMENT:** Involuntary transfer to another school within the system in connection with any disciplinary action.

The statute provides the conditions and applicable procedures for each type of exclusion:

1. **SHORT TERM** -- Up to, and including 5 days:
 - a. Principal must make an investigation.
 - b. Principal may suspend after he/she determines it is necessary to help the student, or to prevent interference with school purposes.
 - c. Student must be given oral or written notice of charges, an explanation of the evidence against her/him, and an opportunity to present her/his version.
 - d. Within 24 hours (or such time as is reasonably necessary) following suspension, the principal must:
 - (1.) Send a written statement to student, student's parents or guardian describing the student's conduct or violation of rule.
 - (2.) Give reason for the action taken.
 - (3.) Make a reasonable effort to confer with parents before, or at time student returns to school.
2. **PROCEDURE FOR EMERGENCY EXCLUSION:**
 - a. Exclusion may not last longer than is necessary to avoid the threats of the emergency.
 - b. If longer than 5 days, there must be substantial compliance with the procedures provided for long term exclusion (listed below)

3. **LONG TERM, EXPULSION, AND MANDATORY REASSIGNMENT:**

a. ***The following procedure is required to exclude longer than 5 days:***

- (1.) A written charge and summary of evidence supporting the charge shall be filed with the Superintendent on the date of the decision to exclude.
- (2.) Within 2 days, written notice must be sent by REGISTERED MAIL to the student, the student's parent or guardian, informing them of the rights under the act.
- (3.) This notice shall include the following:
 - a. Rule violated and summary of evidence.
 - b. Penalty which principal has recommended.
 - c. Notice of defendant's right to a hearing.
 - d. Hearing procedures provided by this act and appeal procedures.
 - e. A statement concerning the right to examine all records of the case.
 - f. A statement concerning the right to know the identity of witnesses who will appear, and substance of their testimony.
 - g. The written notice letter shall include a form to the student's parents to request a hearing.

b. ***The following preliminary procedure must be followed if a hearing is requested within 5 days of the notice:***

- (1.) Superintendent must appoint a hearing examiner.
- (2.) Hearing examiner must give WRITTEN NOTICE to the principal, student, and student's parents or guardian of the time and place for the hearing.

Requirements to be a Hearing Examiner:

- (1) has not brought the charges against the student;
- (2) shall not be a witness at the hearing;

c. **Violation of these rules** will be handled in the following manner:

1st Time: Visit with the principal, and contact parents

2nd Time: Contact parents, and in-school suspension

3rd time: Contact parents, and out-of-school suspension
Depending on the seriousness of the infractions, a student could be suspended on the first offense.

The school also reserves the right to take appropriate action on any behavior not specifically included in the above format.

2-B SUSPENSION & EXPULSION OF STUDENTS

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any

other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.

2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.

3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.

4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.

5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.

6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.

7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency or sexual conduct.

9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.

12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.

13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

16. Willfully violating the behavioral expectations for riding school buses or vehicles.

17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

A. ADDITIONAL STUDENT CONDUCT EXPECTATIONS AND GROUNDS FOR DISCIPLINE.

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct 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, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for

the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or underwear (Half-length shirts, bare mid-ribs, low-cut shirts, halter tops, toga tops, spaghetti strap or narrow strap tops, muscle shirts, or mesh tops of any kind without a shirt/sweater underneath) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Short shorts or dresses/skirts, length must be at least as long as your fingertips with your arms extended to your side. Also bicycle shorts unless worn under appropriate shorts are not allowed.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double entendre.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).
- i. Pocket chains, spiked jewelry or jewelry that is inappropriate for school.
- j. Bare feet.
- k. Any article of clothing that is torn or contains holes.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student will receive an oral reprimand and he/she may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day.

Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code

violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:

- (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.

Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

- 1. Advance Information:** Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

- 2. Use of Unauthorized Materials:** Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

- 3. Use of Other Student Answers:** Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the

testing room, or knowingly allows another student to look at the student's answers on the test paper.

4. Use of Other Student to Take Test: Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

5. Misrepresenting Need to Delay Test: Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

1. Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

2. Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

3. Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

4. Failure to Contribute to Group Projects: Accepting credit for a group project in which the student failed to contribute a fair share of the work.

5. Misrepresenting Need to Delay Paper: Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form

of cheating.

2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

3. "**Contributing**" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

C. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

1. Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

2. Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration

where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions. "Electronic devices," include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

c. Possession and Use of Electronic Devices.

1. Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

2. Students are permitted to possess and use electronic devices before school hours and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

3. Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

1. Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (f) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

2. Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

3. First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

4. Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

5. Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(6) Subsequent Violations: Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.

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

B. INAPPROPRIATE PUBLIC DISPLAYS OF AFFECTION (IPDA):

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others.

Students will face the following consequences :

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will receive 1 day of in-school suspension and parents and student will need to meet with Administrator and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

C. SPECIFIC RULE ITEMS:

The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Candy, seeds, etc. are not allowed in the school building or class rooms. The pop machine is closed until after school. Pop is to be drunk outside.
2. Students are expected to bring all books and necessary materials to class. This includes study halls.
3. Assignments for all classes are due as assigned by the teacher.
4. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
5. Students are to be in their seats and ready for class on the tardy bell.
6. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will

be explained to you by that teacher which must be followed.

7. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.

8. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.

9. Snow handling is prohibited.

D. LAW VIOLATIONS

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

(a) Knowingly possessing illegal drugs or alcohol.

(b) Aggravated or felonious assault.

(c) Vandalism resulting in significant property damage.

(d) Theft of school or personal property of a significant nature.

(e) Automobile accident.

(f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

3. GIFTS

Students and patrons shall not be encouraged in any way to give personal gifts to school personnel. If such gifts are offered, school personnel shall minimize such acts and they will not give publicity or public recognition to such gifts.

4. LAW OFFICERS

Should law enforcement officers want to interview any student during school hours, the school officials shall contact the student's parents before such interview shall be allowed unless they have a warrant for arrest or the student is 18 years of age.

5. RULES CONCERNING ABSENCE

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage such regular and punctual student attendance. The principal and teachers are required to maintain an accurate record of student attendance.

A. Attendance and Absences.

1. **Absences from School - Definitions.** An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.
 - a. **Excused Absence.** Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
 - (1) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
 - (2) Illness which causes a student to be absent from school,
 - (3) Doctor or Dental appointment which require student to be absent from school,
 - (4) Court appearances that are required by a court order,
 - (5) School sponsored activities which require students to be absent from school,
 - (6) Family trips in which student accompanies parent(s)/ legal guardian(s),
 - (7) Other absences which have received prior approval from the Principal.

The Principal shall have the discretion to deny approval for the latter two reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

- b. **Unexcused Absence:** an absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

A student who engages in unexcused absences may be considered truant as per state law Neb.Rev.Stat. 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

2. Absence Procedure: For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of 10 days allowed to make up work. If requested, assignment sheets will be prepared for students who are ill. If parents and/or students request assignment sheets the school should be contacted by no later than 10 a.m. For unexcused absences, the student will receive a failing mark for or in each class period missed.

3. Mandatory Ages of Attendance. The mandatory ages of attendance for truancy purposes are as follows: For the 2010-2011 school year (that is, after July 1, 2010), the mandatory ages of attendance are age 6 (as of January 1 of the then-current school year) to age 18. Attendance is not mandatory for a child who has reached the age of 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parents or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601 (3) on or before the child's seventh birthday. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; (3) has reached the age of 16 years and such child's parent or guardian has signed a notarized release discontinuing the enrollment of the child on a form provided by the school; or (4) has reached the age of 16 as of July 16, 2010.

4. Reporting and Responding to Truant Behavior.

Any administrator, teacher, or member for the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school

regularly without lawful reason, shall within three days report such violation to the superintendent. The superintendent shall immediately cause an investigation into any such report to be made. The superintendent shall also investigate any case when of his or her personal knowledge, or report or complaint from any resident of the district, the superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Habitual Truancy" policies.

State law requires regular school attendance until a student is 16 years of age; furthermore it is essential to success in school. Some absences are unavoidable such as personal illness, doctor appointments, or death in the family. Regardless of the reason, we ask that the parent call the school before 9:00 a.m. on the day a student is absent. If the parents do not call the school, we will attempt to contact them. When the student returns from an absence, he/she should bring a note signed by a parent or have the parents call. This should be turned in to the office. Any absence not accompanied by a note or phone call from home will be considered unexcused. The student has one additional day to present an excuse for the absence.

- 5. Absences and Assignments.** It is the student's responsibility to find out from each teacher about make-up and see that it is completed. Assignments that are not made up will be reflected in your grade. All excused absences will be allowed to be made up; make-up work for unexcused absences will be at the discretion of the individual teacher. Advance make-up work: Students who know they will be absent should obtain their assignments in advance. Students going on school sponsored trips are expected to contact their teachers several days in advance. Whether the work is to be made up before or after the trip is at the discretion of the individual teacher. Students who are neither absent nor tardy from any class will be awarded a perfect attendance certificate at the end of the school year.

Jr-Sr HIGH SCHOOL ATTENDANCE POLICY

The Potter-Dix Schools recognize the importance of attending school every day possible, however it is also realized that perfect attendance is not always possible. Therefore, the Potter-Dix Schools have adopted Credit given by absences per semester:

Periods 1-2-3-4:

0-4 days absent full credit

5 days absent loss of 1 credit hour

6 days absent loss of 2 credit hours

7 or more days absent no credit

3 tardies to any class will constitute one absence

Each student will be allowed to miss each class four times, per semester, to include excused and unexcused. If the student exceeds the four absences she/he will receive credits as described.

The principal may waive absences due to professional appointments. All students are encouraged to bring professional appointment verifications to the office when they return to school. If a student has 5 unexcused or excused absences in any one period, they will be required to make up 2 days of Saturday school if the absences occur during the first semester. If the absences occur during the second semester, the student will need to make up 2 days of school after school has been dismissed for the present school year. If a student has 6 unexcused or excused absences in any one period, he/she may request a hearing. Any excessive absences will be handled per board policy. If a student exceeds the allowed number of absences she/he may request a hearing with the attendance committee to present their case.

The committee will consist of two elected staff members, a student council member, the principal and the counselor. At this hearing, you must convince the committee to waive board policy based on the circumstances, evidence, documentation, etc. of your case.

If you are not satisfied with the committee's decision, you may present your case to the school board at their regular meeting.

Not counted as an absence will be any school time missed because of school sponsored activities in which you are a participant.

K-6 Attendance:

Any elementary student missing 20 or more days in one school year without proof of professional appointments or doctor confirmed illness may be retained in their present grade.

B. Truancy

Any student who skips all or any part of the school day will be given a zero for all classes missed.

6. PERMISSION TO LEAVE SCHOOL

Students may not be permitted to leave school prior to the regular dismissal time except by permission of the Principal. No student may be permitted to leave school prior to the dismissal hour at the request

of or in the company of any one other than a school employee, police officer, court official, or parent of the child, unless permission of the parent has been first secured. If any police or court official requests the dismissal of a student, the student's parents should be notified as soon as possible. Field trips or excursions off school grounds must have the approval of the Principal in advance and administrative requirements may be established for such activities.

7. STUDENT CARS

Students driving any vehicles to school are required to park in the designated places upon arrival at school. Once the vehicle has been parked it is not to be driven again until classes are dismissed for the day unless permission is given by the administration. ***Students will not be allowed to sit in cars during the school day!***

8. ILLNESS AND ACCIDENT IN SCHOOL

In the event of student illness or injury, the principal should be notified immediately, then the parent or guardian or someone else that might be designated on the student's emergency form (by the parent) should be notified immediately and if deemed advisable by the school, such person shall be requested to come to the school and get the child. If this is not possible, a school employee shall take the child home or to the home of a designated person. A student should never be sent home without checking to see if the parents are home. In case of an emergency, the school may call the family physician or an available emergency physician for administration of temporary aid. The Board of Education may make available to each child enrolled in its school at the beginning of the school year an accident policy which will provide indemnity for a student going to and from school, while at school, or at any school sponsored affairs, in the event of an accident. The parent of each child wishing this policy must pay the premium. Each student is encouraged to file an emergency accident form with the school office.

9. DRs PERMIT & PHYSICAL EXAMINATION

If a student has had an infection or contagious disease, written permission from a medical source may be required prior to readmission. A physical examination shall be given to students by a physician during the first semester of school each year. A report shall be sent to the parents of any students where corrections appear to be needed. Medical costs involved in the correction ***will not*** be paid by the School District. Physical examinations are required for all students entering the elementary or secondary school for the first time.

10. BULLETIN BOARDS

In order to avoid misunderstanding and perhaps unfortunate publicity, all notices by the students appearing on the bulletin boards or displayed in any manner must carry the signature of the principal or superintendent before they are posted.

11. OTHER INFORMATION

1. Special Grade: A special grade, designated by a "P" may be given to a student who is working up to his capacity or ability but still cannot get a traditional passing grade of 70. A student may not have more than 25 hours of this type of credit towards graduation and then only towards a General Diploma.
 2. Daily cost for the lunch tickets will be as follows: K-6 \$1.75; 7-12 \$2.25; Adults \$2.75. Breakfast prices- K-6-\$0.85 7-12 - \$1.15 Adults \$ 1.35 Milk \$.25
In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.
To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.
 3. Students are to leave the building immediately when school is dismissed, except for the following reasons:
 - a. Kept by the teacher for specific work.
 - b. Kept by the coach for supervised athletics.
 - c. Actual study in library or classroom when supervised by their teacher. No students are to be allowed in classrooms after the supervising teacher has checked out for the day.
 - d. Other reasons approved by a sponsor or the administration.
- Students, Teachers, or Administration will inform parents if an unexpected stay after school is needed.**
4. Textbooks will be issued for each class. All books are to be returned at the end of the school year. Students will be charged for lost books or books with excessive wear.
 5. Students may use the office telephone only for urgent reasons. Students will not be called from class for a telephone call unless an emergency exists.
 6. Authorization to purchase goods or services with organization funds: Purchase orders for goods or services (including dance bands) must be secured from the principal's office. They are to be properly filled out, signed by class or club sponsor and treasurer, and submitted to the office for final approval. All purchase orders must have the signature of the superintendent or principal to warrant payment. If any purchase is made without proper authorization, the purchaser will be personally responsible for the bill.
 7. All visitors must be cleared by the administration.

12. BUS RULES

The bus driver has the authority to assign each student a seat. It is the responsibility of each student to assist in keeping the bus clean. Any damage to the bus must be reported at once. If negligence is the cause, students must pay the damage. Conversation with the driver must be held to a minimum. Do not extend any part of the body outside the bus while the bus is in motion. Do not use the rear door except for emergency exit.

Follow These Bus Rules

- 1. The bus driver may assign seats**
- 2. Be courteous**
- 3. No profanity**
- 4. Keep the bus clean, no eating or drinking allowed on the shuttle bus**
- 5. Violence is prohibited**
- 6. Remain seated**
- 7. No smoking**
- 8. Keep your hands and head inside the bus**
- 9. Do not destroy property**
- 10. For your own safety, do not distract the driver through misbehavior**

MISBEHAVIOR ON BUS

Violations of these rules will result in the student being reported to the administration. Violations of these rules will be handled in the following manner:

- 1. First Offense - Visit with the principal, and contact the parents of those involved to explain the consequences.**
- 2. Second Offense - Student removed from the bus for three days.**
- 3. Third Offense - Student removed from the bus for the remainder of the school year**

A student could be removed from the bus at any time depending on the nature of the offense.

13. LOCKERS

Lockers are provided and assigned by the school. Each locker should be controlled by a padlock. Padlocks are available from the school. All padlocks used will be issued by the school. Protection of student property is dependent on each individual. **Potter-Dix School is NOT responsible for any item(s) missing from lockers.**

13-A LOCKER INSPECTION

Courts of law have determined that the school extends locker use to students only for a legitimate purpose. School authorities, therefore, have not only the right but the duty to inspect lockers either periodically or as needed in the best interest of the students.

14. LIBRARY RULES

1. All materials leaving the library must be checked out. Ask a librarian or teacher to help you.
2. All books except reserve books may be checked out for a period of two weeks.
3. These books may be rechecked only once.
4. A fine of \$.05 per day (excluding weekends and vacations) is levied on these books. This fine accumulates until book is returned or declared as lost.
5. Certain books are considered on "reserve" and may be checked for over night only. These are due at 8:30 the following morning.
6. Encyclopedias and dictionaries are considered "reserve".
7. A fine of \$.10 per class period is imposed on all reserve books not returned on time.
8. If you are not able to return a reserve book yourself, make certain someone else does. Absence is no excuse for not returning a reserve book. Send it back with someone.
9. All books are to be returned by placing them in the area provided for this purpose.
10. Do not return a book by laying it on a shelf. You will be responsible for the book if it is lost or misplaced.
11. If a book or magazine is lost, you will be charged the price given in the shelf list file.
12. Daily papers and current magazines are not to be taken from the library, without the librarian's consent.
13. Magazines are for reference work only. These may be checked out for one week.
14. Overdue magazines carry a fine of \$.05 per class period for each magazine.
15. A stack of old newspapers & magazines is kept for teacher-pupil use.
16. Old magazines & newspapers in the designated area may be used for cutting.
17. All fines must be paid at the end of each nine weeks before report cards are given.

15. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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 he or she reaches the age of 18 or attends 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 parents or eligible student then has the right to a formal hearing. After the hearing, if the school still decided not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

-Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, 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;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local officials, within a juvenile justice system, pursuant to specific State law.

16. RECORDS

A state-approved permanent record system for all students shall be kept up to date with grades earned, attendance, health tests, activities, and honors earned. Transcripts of these records will be sent to the other institutions on their request or request of the student.

17. CONDUCTING BUSINESS MEETINGS

The following materials will be valuable to class officers and committee chairmen concerned with the conduct of class meetings, etc. It is intended to provide the most essential points to be considered in conducting the business meeting of any organization. For more detailed information consult Robert’s Rules of Order.

ORDER OF BUSINESS:

1. Meeting called to order by the president, who rises from his chair and says, “The meeting will please come to order.”
2. Opening devotional exercises, if customary.
3. Reading of the minutes of the last meeting. The president says, “The

secretary will read the minutes of the last meeting." After reading, the president asks, "Are there any additions or corrections to the minutes? If not, they stand approved as read." Or, "If there are no corrections the minutes stand approved." If there are corrections, the chair informally directs them to be made unless there is an objection, in which case a formal vote as to wording is necessary. If minutes are approved and an error is noted later, a vote is required for their amendment.

4. Reports of committees called for by the president.
 - a. Standing Committees
 - b. Special Committees

In each case, the president calls upon the chairman of the committee to make the report. A motion to accept or adopt the report must then be made and seconded. After this has been done, the report is open for discussion and amendment as regular business.

Some discussion may follow. President -- "Is there any further discussion? If not, are you ready for the question?" (That is ready to vote) If the members are ready to vote, they say, "Question." The president then says, "all those in favor say, Yes" (or, aye); opposed, "No". The report is accepted.

5. Unfinished business, i.e., any business left over from previous meeting.
6. New business. Discussion of each subject proceeds until some member calls "Question", which means that the president may ask, "Are you ready for the question?" Or the president may ask it on his own initiative, and so bring the matter to a vote. All business must be put in the form of a motion and seconded before it can be discussed and voted upon.
7. Motion to adjourn. This must be seconded. It may not be deviated.

18. TITLE IX

It is the policy of the Potter-Dix Schools not to discriminate in any of its education programs, activities, or employment practices on the basis of sex, age, race, color, national origin, religion, or handicap in the education programs or activities which it operates.

19. COMPLAINT PROCEDURE

All complaints are to be handled by the building principal. Complaint forms can be obtained in the office.

20. POLICY ON DISTRICT-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

Potter-Dix Public Schools recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the School encourages the responsible use of computers, computer networks, including the Internet, and other electronic resources in support of the mission and goals of the Potter-Dix Public Schools.

It is the policy of Potter-Dix Public Schools to (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act.

It is the policy of the Potter-Dix Public Schools to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purposes and general rules and policies of the network. Within this general policy, the School recognizes its legal and ethical obligation to protect the well-being of students in its charge.

The following uses of school-provided electronic resources, including Internet and e-mail, are not permitted:

- a. to access, upload, download, or distribute pornographic, obscene or sexually explicit material;
- b. to transmit obscene, abusive, sexually explicit, or threatening language;
- c. to violate any local, state, or federal statute;
- d. to vandalize, damage, or disable the property of another individual or organization;
- e. to access another individual’s materials, information, or files without permission; and,
- f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Students may...

- Design and post web pages and other material from school resources.
- Use direct communications such as email, online chat, or instant messaging with a teacher’s permission.
- Use the resources for any educational purpose

Consequences for Violation. Violations of these rules may result in disciplinary action, including the loss of a student’s privileges to use the school’s information technology resources.

Supervision and Monitoring. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school’s information networks in order to further the health, safety, discipline, or security of any student or other person, or

to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Enforcement of policy

- Potter-Dix uses a technology protection measure that blocks or filters Internet access to block access to some Internet sites that are not in accordance with the policy of Potter-Dix.
- The technology protection measure that blocks or filters Internet access may be disabled by a Potter-Dix staff member for bona fide research purposes by an adult.
- A Potter-Dix staff member may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access.
- Potter-Dix staff will monitor students' use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy.

Disclaimers

- Potter-Dix and its individual schools, administrators, faculty, and staff thereof make no warranties of any kind for the service provided and will not be held responsible for any damage suffered by users. This includes the loss of data resulting from delays, non-deliveries, and intrusion by computer virus, or service interruption.
- Use of any information obtained via network access is at the risk of the user, and Potter-Dix specifically denies any responsibility for the accuracy or quality of the information obtained.
- Potter-Dix cannot guarantee complete protection from inappropriate material. Furthermore, it is impossible for the district or content filter to reflect each individual or family's opinions of what constitutes "inappropriate material." If a student mistakenly accesses inappropriate information, he/she should immediately notify a district staff member.
- Potter-Dix is not liable for an individual's inappropriate use of district's electronic communications systems or violations of copyright restrictions or other laws, or other costs incurred by users through use of Potter-Dix's electronic communication systems.
- The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communication systems.
- See Board Policy #6800.

21. STUDENT FEES POLICY

The Board of Education of Potter-Dix Public School adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The district's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff,

facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bring their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example band equipment, locker deposit or rental fees, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extra-curricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances, and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further details.

1. Guidelines for clothing required for specified courses and activities.

Students have the responsibility to furnish and wear nonspecialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear nonspecialized attire reasonably related to the programs, courses, and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair, or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other

similar hazards.

Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

2. Personal or consumable items

Students have the responsibility to furnish any personal or consumable items for participation in the course and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for the use during the school day due to the limited number of District items available to students.

While the District will provide students with use of facilities, equipment, materials, and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

3. Materials required for course projects

Students have the responsibility to furnish or to pay the reasonable cost of any materials required for such projects where, upon completion, the project becomes the property of the student. Such materials are subject to the District's fee waiver policy (Section 12).

Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy (Section 12); however, the District is not required to provide for the use of and attire for participation in extra-curricular activities. The District is not required to provide for the use of any particular type of equipment or attire.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra-curricular activities or for paying a reasonable usage cost for such equipment or attire. For music courses that are extra-curricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

4. Extra-curricular Activities—Specialized equipment or attire

Extra-curricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District

will generally furnish students with specialized equipment and attire for participation in extra-curricular activities. The District does not have the responsibility to furnish personal or consumable equipment or attire for participation in extra-curricular activities or for paying a reasonable usage cost for such equipment or attire.

For music courses that are extra-curricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

5. Extra-Curricular Activities—Fees for participation

The District does not generally charge fees for participation in extra-curricular activities.

6. Post-secondary Education Costs

Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

7. Transportation Costs

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

8. Copies of student files or records

The Superintendent or the Superintendent’s designee shall establish a schedule of fees representing a reasonable cost or reproduction for copies of a student’s file or records for the parents or guardians of such student. A parent, guardian, or student who request copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the student’s files or records and no fee shall be charged to search for or retrieve any student’s files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

9. Participation in before-and-after-school or pre-kindergarten services.

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

10. Participation in summer school or night school

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

11. Breakfast and lunch programs

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

Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like.

12. Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extra-curricular activities, (2) admission fees and transportation charges for student spectators attending extra-curricular activities; (3) materials for course projects, and (4) use of a musical instrument in optional music courses that are not extra-curricular activities. Participation in a free lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents much request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials. Materials for course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration in advance; the administration shall apply a standard based on providing materials which are equitable to those purchased for comparable students.

13. Distribution of Policy.

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

14. Student Fee Fund

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

V. COACHING, ATHLETIC SCHEDULES & SPONSORS

1. POTTER-DIX COACHING PHILOSOPHY

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to students. As parents, when your children become involved in our program, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

A. Communications you should expect from your child's coach

1. Philosophy of the coach
2. Expectations and goals the coach has for your child as well as for the team/season
3. Locations and times of all practices and contests
4. Team requirements, special equipment, strength and conditioning programs
5. Procedure if your child is injured during participation
6. Team rules, guidelines and consequences for infractions
7. Lettering criteria
8. Team selection process

B. Communication coaches expect from athletes/parents

1. Concerns expressed directly to the coach
2. Notification of any schedule conflicts in advance
3. Notification of illness or injury as soon as possible

As your child becomes involved in the programs at Potter-Dix Schools, he or she will experience some of the most rewarding moments of their lives. It is important to understand that there may also be times when things do not go the way you and your child wish. At these times, discussion with the coach is encouraged. It is the first and most integral step to understanding and resolution.

C. Appropriate Concerns to Discuss with Coaches

1. The treatment of your child
2. Ways to help your child improve
3. Concerns about your child's behavior

It is very difficult to accept your child not playing as much as you hope. Coaches are professional. They make decisions based on what they believe to be the best for all student-athletes involved. As you have seen from the listed items, certain things can and should be discussed with your child's coach. Other things, such as those listed below, must be left to the discretion of the coach.

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes

There are situations that may require a conference between the coach and player, or coach and parent. These conferences are encouraged. It is important that all parties involved have a clear understanding of the other person's position. When a conference is necessary, the following procedure should be used to help resolve any concerns.

D. Parent Code of Conduct

1. Make sure your child understands that win or lose, you love him or her
2. Encourage students that all participants play an important role in each activity
3. Help your child set realistic goals.
4. Emphasize "improved" performance, not winning
5. Provide a safe environment for training and competition
6. Control your emotions at games and events
7. Be a "cheerleader" for your child and other students on the team
8. Respect your child's coaches. Communicate with them in a positive way. Encourage others to do the same
9. Be a positive role model
10. Have Fun!

All we are asking is that you be sensible and responsible and keep your priorities in order. There is a lot more at stake than a win or loss record.

E. Student Code of Conduct

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

2. ATHLETIC SCHEDULES

MINUTEMAN ACTIVITY CONFERENCE

2010-2011

HIGH SCHOOL ACTIVITIES

<i>ACTIVITY</i>	<i>HOST</i>	<i>DATE</i>
Volleyball	Banner County	Oct. 16
One-Act Plays	Creek Valley	Nov. 16
Basketball Tournament	Home Sites	Jan. 17, 18
Basketball Tournament	Sidney	Jan. 20, 21
Music Clinic (Chorus)	Garden County	Jan. 24
Speech Contest	Potter-Dix	Feb. 23
Music Contest	South Platte	March 29
Golf	Minatare	April 28
Track	Creek Valley	April 30

JUNIOR HIGH ACTIVITIES

Volleyball	Minatare	Oct. 14
Basketball	Garden County	Feb. 10 & 12
Track	Creek Valley	May 5



2010 FOOTBALL SCHEDULE

<i>DATE</i>	<i>DAY</i>	<i>OPPONENT</i>	<i>TEAM</i>	<i>PLACE</i>	<i>TIME</i>
Aug 27	Fri	Wallace	Varsity	Home	6:30
Sep 10	Fri	Wauneta-Palisade	Varsity	Home	6:30
Sep 17	Fri	Sedgwick County	Varsity	Julesburg	7:00
Sep 20	Mon	Banner Co.	JV	Home	5:30
Sep 24	Fri	Leyton	Varsity	Dalton	7:00
Oct 1	Fri	Banner Co.	Varsity	Home	7:00
Oct. 4	Mon	Leyton	JV	Dalton	5:30
Oct 8	Fri	Creek Valley	Varsity	Chappell	7:00
Oct 15	Fri	Hay Springs	Varsity	Home	7:00
Oct 21	Thur	Paxton	Varsity	Paxton	7:00

2010 VOLLEYBALL SCHEDULE

<i>DATE</i>	<i>DAY</i>	<i>OPPONENT / TEAM</i>	<i>PLACE</i>	<i>TIME</i>
Sep 2	Thur	Caliche JV,V	Home	5:00
Sep 7	Tue	Minatare JV,V	Home	5:00
Sep 9	Thur	Tri w/Mitchell, Kimball	Home	5:00
Sep 16	Thur	Burns JV, V	Burns, WY	5:00
Sep 21	Tue	Paxton Tourney	Paxton	4:00
Sep 25	Sat	PD Invite	Home	8:30
Sep 28	Tue	South Platte JV,V	Big Springs	5:30
Sep 30	Thur	Creek Valley JV, V	Home	5:00
Oct 1	Fri	Banner Co. JV, V	Home	4:00
Oct 5	Tue	Tri w/Kimball, Bayard	Kimball	5:00
Oct 11	Mon	Tri w/Wallace, Garden Co.	Home	4:30
Oct 16	Sat	MAC Tourney	Harrisburg	TBA
Oct 19	Tue	Tri w/Banner Co., Leyton	Harrisburg	5:00
Oct 21	Thur	Paxton C, JV, V	Paxton	3:00
Oct 26	Tue	Creek Valley JV, V	Chappell	5:00
Nov 1-2	M-T	Sub Districts	TBA	TBA
Nov 5	Fri	District Finals	TBA	TBA
Nov 11-13		State Volleyball	TBA	TBA



2010-2011 BASKETBALL SCHEDULE

<i>DATE</i>	<i>DAY</i>	<i>OPPONENT</i>	<i>TEAM</i>	<i>PLACE</i>	<i>TIME</i>
Dec 3	Fri	Sedgwick Co.	GJV,BJV,GV,BV	Home	4:00
Dec 4	Sat	Banner County	GJV,BJV,GV,BV	Harrisburg	3:00
Dec 10	Fri	Creek Valley	GJV,BJV,GV,BV	Chappell	3:00
Dec 11	Sat	Paxton	GJV,BJV,GV,BV	Home	2:30
Dec 18	Sat	Caliche, CO	GJV,BJV,GV,BV	Iliff, CO	2:00
Jan 7	Fri	Bayard	GJV,BJV,GV,BV	Bayard	3:00
Jan 8	Sat	South Platte	GJV,BJV,GV,BV	Home	3:00
Jan 14	Fri	Leyton	GJV,BJV,GV,BV	Dalton	3:00
Jan 15	Sat	Hay Springs	GJV,BJV,GV,BV	Home	1:00
Jan 17-22	M,T, Th, Sa	MAC Tourney	GV,BV	TBA	TBA
Jan 25	Tue	Leyton	GJV,GV	Home	5:00
Jan 28	Fri	Banner Co.	GJV,BJV,GV,BV	Home	3:00
Jan 29	Sat	Minatare	GJV,BJV,GV,BV	Minatare	3:00
Jan 31, Feb 1	M-T	Fresh/Soph Tourney		Home	5:00
Feb 4	Fri	Garden Co.	GJV,BJV,GV,BV	Oshkosh	4:30
Feb 5	Sat	Burns	GJV,BJV,GV,BV	Burns, WY	1:00
Feb 8	Tue	Peetz	GJV,BJV,GV,BV	Home	4:00
Feb 11	Fri	Pine Bluffs	GJV,BJV,GV,BV	Home	3:00
Feb 14-15	M-T	Subdistrict	Girls	TBA	TBA
Feb 17	Thur	Subdistrict Finals	Girls	TBA	TBA
Feb 19	Sat	Leyton	BJV,BV	Home	5:00
Feb 21-22	M-T	Subdistrict	Boys	TBA	TBA
Feb 24	Thur	Subdistrict Finals	Boys	TBA	TBA
Feb 25	Fri	District Finals	Girls	TBA	TBA
Mar 1	Tue	District Finals	Boys	TBA	TBA
Mar 3-5	Th-Sat	State Championship	Girls	TBA	TBA
Mar 10-12	Th-Sat	State Championship	Boys	TBA	TBA

2011 TRACK SCHEDULE

DATE	DAY	OPPONENT	PLACE	TIME
Mar 26	Sat	Kimball Track Invite	Kimball	9:00
Apr 2	Sat	Bayard CD Invite	Bayard	9:00
Apr 15	Fri	Storm Invite	Chappell	9:00
Apr 19	Tue	Wallace Invite	Sutherland	9:00
Apr 20	Wed	Pine Bluffs Invite	Pine Bluffs	9:00
Apr 30	Sat	MAC Championship	Chappell	9:00
May 6	Fri	Cheyenne County Invite	Sidney	9:00
May 11	Wed	DISTRICT	TBA	9:00
May 20, 21	Fri-Sat	STATE	Omaha	TBA

2011 GOLF SCHEDULE

DATE	DAY	OPPONENT	PLACE	TIME
Apr 5	Tue	Bayard Invite	Bayard	9:00
Apr 12	Tue	Mitchell Invite	Mitchell	9:00
Apr 19	Tue	Morrill Invite	Morrill	9:00
Apr 25	Mon	Scottsbluff Invite	Scottsbluff	9:00
Apr 28	Thur	MAC Championship	Minatare	9:00
May 3	Tue	Chappell Invite	Chappell	9:00
May 5	Thur	Kimball Invite	Kimball	9:00
May 12	Thur	Ogallala Invite	Ogallala	9:00
May 16/17	Mon-Tue	DISTRICT	TBA	TBA
May 24, 25	Tue-Wed	STATE	North Platte	TBA

2010 JUNIOR HIGH VOLLEYBALL / FOOTBALL SCHEDULE

DATE	DAY	OPPONENT	PLACE	TIME
Sept 22	Wed	Minatare	Home	12:30V/1:15F
Sept 29	Wed	Leyton	Gurley	1:00V/2:00F
Oct 6	Wed	Banner County	Harrisburg	1:30F
Oct 6	Wed	VB TRI@Banner Co.	Harrisburg	12:30V
Oct 7	Thur	VB Tri@Leyton	Gurley	6:00V
Oct 14	Thur	MAC VB Tourn	Minatare	TBA
Oct 20	Wed	Creek Valley	Home	12:45V/1:45F

2010-2011 JR HIGH BOYS/GIRLS BASKETBALL SCHEDULE

DATE	DAY	OPPONENT	PLACE	TIME
Dec 8	Wed	Banner County	Home	12:45
Dec 15	Wed	Creek Valley	Home	12:45
Jan 5	Wed	Community Christian	Home	1:00
Jan 12	Wed	Leyton	Gurley	1:00
Jan 21	Fri	South Platte	Home	12:30
Jan 26	Wed	Minatare	Minatare	12:45
Feb 2	Wed	Garden County	Home	12:30
Feb 10	Thur	MAC Tourney	Oshkosh	TBA
Feb12	Sat	MAC Tourney	Oshkosh	TBA

2011 JUNIOR HIGH TRACK SCHEDULE

DATE	DAY	OPPONENT	PLACE	TIME
Apr 6	Wed	Banner County Invite	Harrisburg	9:00
Apr 13	Wed	Potter-Dix Invite	Kimball	9:00
Apr 21	Thur	Harlan Sutton Memorial	Chappell	9:00
Apr 27	Wed	Leyton Invite	Chappell	9:00
May 5	Thur	MAC Championship	Chappell	9:00

3. CLASS SPONSORS

Seniors

Paula Wolff
Phil Hoyt

Juniors

Mindi Soldatenkov
Ryan Runge
Linda Brauer

Sophomores

Kathy Larson
Dale Frerichs

Freshmen

Kristi Jung
Jennifer Thomas

Eighth Grade

Joe Martin
Jayson Gregory

Seventh Grade

Chris Stevens
Lori Biesecker

4. ORGANIZATIONAL SPONSORS

Student Council

Phil Hoyt

Lettermen's Club

Phil Hoyt
Angala Frerichs
Kevin Thomas
Kristi Jung
Chris Stevens
Kathy Larson
Beth Bogert
Dale Frerichs
Joe Martin

Speech

Kathy Larson
Valerie Maas
Joette Wells
Mindi Soldatenkov

Junior High Cheerleaders

Jennifer Thomas

One Act Plays

Beth Bogert

Yearbook

Daria Anderson-Faden

Honor Society

Daria Anderson-Faden

Cheerleaders/Dance Team

Pam Haack
Jennifer Thomas

DI

Beth Bogert

Potter-Dix Public Schools

I have received a Student Handbook, and understand the rules and regulations of the Potter-Dix Public Schools contained in the Handbook.

Signed - Student

Date

Signed - Parent

Date

