

VERDIGRE PUBLIC SCHOOL

Student Handbook

updated July 2026

Vision:

One school, one community, one purpose: empowering students for the future.

Mission:

Verdigre Public School will focus our efforts on research-based practices to prepare our children for their future and guide them toward understanding what it means to be successful in school. The important factors identified below will assist the district in creating an atmosphere conducive to accomplishing the vision of Verdigre Public School: “One school, one community, one purpose: empowering students for the future.”

Focus Areas:

School Culture
Curriculum / Academics
Extra-Curricular Activities
Teacher Effectiveness
Stakeholder Involvement
Leadership and Operations

Verdigre Public School

201 S 3rd St

Verdigre, NE 68783



At Verdigre Public School, we take great pride in the character, effort, and integrity each of you brings to our school community. As you read through this handbook, we want to emphasize the importance of three core expectations that guide everything we do: being responsible, respectful, and safe.

- **Responsible** means taking ownership of your actions, your learning, and your commitments.
- **Respectful** means treating others with kindness, fairness, and understanding.
- **Safe** means making decisions that protect both yourself and others. This includes following school rules, using good judgment, and speaking up when something doesn't seem right.

Remember, your behavior reflects not only on you as an individual but also on Verdigre Public School as a whole. Whether you are in the classroom, at activities, or out in the community, you represent our school. We encourage you to take pride in that responsibility and consistently demonstrate the values that make our school a positive and supportive place.

We are proud of each of you and look forward to a successful year built on these shared expectations.

This document outlines a collection of regulations and operational standards for the student body. This Student Handbook provides a summary of Board of Education Policy Series 5000/6000 and outlines expectations, responsibilities, and procedures for students of Verdigre Public School. This handbook is informational and does not replace Board policies, negotiated agreements, or applicable law.

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1. GENERAL SCHOOL OPERATIONS

1.1 Staff, Administration, Board of Education

CERTIFIED STAFF

Katie Vakoc.....	Pre-School/Title
Paige Randa.....	Kindergarten
Jean Pavelka.....	First Grade
Hilary May.....	Second Grade
Dana Konopasek.....	Third Grade
Kelsey Mitteis.....	Fourth Grade
Amy Pickinpaugh.....	Fifth Grade
Lori Pierce.....	Sixth Grade
Elizabeth Fuchtman.....	Secondary Special Education
Mykah Moeller.....	Elementary Special Education
Gunnar Davidson.....	Physical Education/Health
Faith Orcutt.....	Choir/Band/Music
Kaci Schacht.....	Art
Darin Jalas.....	Math
Patrick Svec.....	Athletic Director/Science
Karla Faehnrich.....	Math
Lexy Zimmerer.....	History
Heydon Strobe.....	English
Barbara Borgmann.....	Business/Technology
Kendyll Tiedtke.....	Ag
Barb Rifer.....	1/2 Time Librarian

ADDITIONAL STAFF

Nancy Pavelka.....	Business Manager
Jeanette Mervicker.....	Administrative Assistant
Steve Jacot.....	Head Custodian
Betty Jacot.....	Assistant Custodian
Pam Frank.....	Paraprofessional/Van Driver
Linda Frederick.....	Paraprofessional/Library Staff
Shawna Drobny.....	Paraprofessional
Lisa Janak.....	Paraprofessional
Dayna Sharp.....	Paraprofessional/Van Driver
Tanya Mozak.....	Paraprofessional/Van Driver
Alicia Janak.....	Paraprofessional
Shannon Vesely.....	School Nurse
Shelly Hamilton.....	Head Cook
Deb Wagner.....	Assistant Cook

ADMINISTRATION

Matt Farup.....	InterimSuperintendent/PK-6 Principal
Karla Faehnrich.....	7-12 Principal/7-12 Math
Crystal Sandman.....	School Counselor

BOARD OF EDUCATION

Mike Hrbek.....	President
Robyn Frank.....	Vice President
Bryce Mitties.....	Treasurer
Tiffany Pischel.....	Secretary
Ellison Fuchtman.....	Member
Alisha Bartling.....	Member

1.2 Local Activities, Class Sponsors, Coaching Assignments

Activity

Sponsors

Student Council	Patrick Svec
One-Act Play/Drama	Mykah Moeller & Katie Vakoc
Speech	Karla Babcock
National Honor Society	Crystal Sandman
Band/Choir/Music	Faith Orcutt
FFA	Kendyll Tiedtke
Letterman's/Cougar Club	Pat Svec
National Art Honor Society	Kaci Schacht
Quiz Bowl	Heydon Strobe
Math Counts	Karla Faehnrich
HAL	Crystal Sandman
HOSA	Crystal Sandman
Yearbook	Jean Pavelka
SAT	Katie Vakoc, Matt Farup, Crystal Sandman
MTSS	Katie Vakoc, Matt Farup, Crystal Sandman, Karla Faehnrich, Elem. Staff

Class Sponsors

Grade 12	Karla Faehnrich
Grade 11	Hilary May & Liz Fuchtman
Grade 10	Patrick Svec
Grade 9	Lexy Zimmerer
Grade 8	Dana Konopasek
Grade 7	Darin Jalas

Niobrara-Verdigre Cougars Varsity Coaching Assignments for 2026-2027

Verdigre A.D. Pat Svec

Niobrara A.D. Kandi Eisenhauer

Football:	Gunnar Davidson	JJ Parks, Heydon Strobe, Todd Runnels
Volleyball:	Rebecca Fletcher	Sydney Messersmith
Cross Country:	Dana Konopasek	Jenny Bauer
Wrestling:	Heydon Strobe	Ben Vellek
Boys Basketball:	Scott Kraus	Shawna Drobny/ Chris Swalley
Girls Basketball:	Todd Runnels	Kaci Schacht
Boys Golf:	Rick Eisenhauer	Pat Svec
Boys Track:	Gunnar Davidson	Sydney Messersmith
Girls Track:	Scott Kraus	Todd Runnels

Niobrara-Verdigre Cougars Jr High Coaching Assignments for 2026-2027

Football:	Rick Eisenhauer & Darin Jalas
Volleyball:	Kelsey Mitteis & Chris Swalley
Boys Basketball:	Rick Eisenhauer & Darin Jalas
Girls Basketball:	J.J. Parks & Darin Jalas
Wrestling:	Ben Vellek, & Valerie Mullinix
Track:	Hilary May, Gunnar Davidson, Darin Jalas & J.J. Parks
Cross Country:	Dana Konopasek & Jenny Bauer

1.3 Arrival & Dismissal Procedures

Students are expected to arrive at school within a reasonable amount of time to prepare for their first period classes. **Students will not be permitted to enter the building earlier than 7:15 AM** unless it is determined to be necessary due to inclement weather or other factors. Students are to enter through either the west main entrance or southwest parking lot entrance. **Prior to that time, the school is not responsible for supervision of the students.**

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention, etc.). Upon dismissal, students must either leave the school grounds or wait at the main entrance for bus/van service, and proceed home or to a previously designated location unless participating in a school-sponsored activity. **No students should be on campus past 3:50 PM.** The school is not responsible for the supervision of students once they have left the school grounds.

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

1.4 Daily Schedules

**7:55 AM warning bell prior to the start of the day.

<u>Bell Schedules</u>	Regular	10:00 Start	12:00 Out	2:00 Out
Period 1	8:00-8:54	10:00-10:40	8:00-8:32	8:00-8:47
Period 2	8:56-9:50	10:42-11:22	8:34-9:06	8:49-9:36
Period 3	9:52-10:46	11:24-12:04	9:08-9:40	9:38-10:25
Period 4	10:48-11:42	12:52-1:32	9:42-10:14	10:27-11:14
HR	11:44-12:20	12:06-12:20	-	-
Period 5	12:52-1:46	1:34-2:14	10:16-10:48	11:16-12:03
Period 6	1:48-2:42	2:16-2:56	10:50-11:22	12:35-1:22
Period 7	2:44-3:38	2:58-3:38	11:24-11:56	1:24-2:11
K-6 Lunch	11:25-11:55	11:25-11:55	No Lunch	11:15-11:45
7-12 Lunch	12:20-12:50	12:20-12:50	No Lunch	12:03-12:33

1.5 School Closings / Weather

The Superintendent may close public schools in case of severe weather. If severe weather forces a cancellation of school, it will be sent out through our messenger system with a text message/call/e-mail and on the school Facebook page. These cancellations will be announced before 6:30 a.m. if possible.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will

decide early in the morning (by 6:30 if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be canceled (bus transportation, preschool, student activities).

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given to parents. If school is closed during the day, the notice will be sent out through our messenger system with a text message/call/e-mail depending on what you have signed up to receive and broadcast by the media. **Parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. This absence will be marked as unexcused.

What Not To Do. Parents should not attempt to come to school during a tornado warning or a lockdown/hold for security reasons. **School officials are not permitted to release students from the school building during a tornado warning or in the event of incidents requiring lockdown procedures.** Safety procedures are practiced regularly by students and staff members.

2. GENERAL POLICIES

2.1 Admission Requirements, Immunizations

In accordance with Nebraska law, parents or legal guardians must provide the following documentation as a condition of school admission:

1. **Birth Certificate**

A certified copy of the student's birth certificate, issued by the state in which the child was born, is required prior to first-time admission.

If a birth certificate cannot be provided, other reliable proof of identity and age may be submitted along with a notarized affidavit explaining the inability to produce the certificate.

Note: Failure to provide a birth certificate will not prevent enrollment; however, it will result in a referral to local law enforcement for investigation.

2. **Physical Examination**

Documentation of a physical examination completed by a physician, physician assistant, or nurse practitioner is required:

- Within six months prior to entry into the kindergarten and seventh grade, or
- For transfer students from out of state, prior to entry into any grade

3. **Vision Evaluation**

Documentation of a vision evaluation is required:

- Within six months prior to entry into kindergarten and seventh grade, or
 - For transfer students from out of state, prior to entry into any grade
- The evaluation must include screening for amblyopia, strabismus, internal and external eye health, and visual acuity.

4. **Immunizations**

Proof of immunization is required prior to enrollment for the following diseases:

- Diphtheria, Tetanus, Pertussis
- Polio
- Measles, Mumps, Rubella
- Hepatitis B
- Varicella (chickenpox)
- Haemophilus Influenzae type b (Hib)
- Any additional immunizations required by law

A written statement declining immunizations or documentation of a legal exemption may be submitted in accordance with Nebraska Health and Human Services regulations (173 NAC 3). **A “Medical Exemption from Vaccination” form is available through the school office.**

Seventh Grade Immunization Requirement: All students entering seventh grade must receive a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis (Tdap) vaccine that meets federal standards.

5. **Records Request (if applicable)**

- Form available in the office for students coming from a different district
- Must be filled out by a parent or guardian and sent to previous school.

2.2 Student Sign-In/Out, Visitors, Lockers, Searches

Signing a Child in and out of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose or contact the office. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The school will only release children to adults designated by the parent on the emergency card.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform administration and provide a copy of that order to maintain on file at the school.

Visitors

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass.

Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Lockers are school property and the contents are subject to search by school personnel at any time. The district does not assume responsibility for lost/stolen items. Each unit is large enough to hold all of your personal belongings and there is no reason for any material to be placed on the floor or around lockers. Materials found in the halls will be placed in the lost and found located in the office. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers. Money and other valuables can be checked into the office for safekeeping.

Searches of Lockers and Other Types of Searches

Student lockers, desks, computer equipment, and other such property are owned by the school. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

2.3 Student Attendance, Makeup Work

Regular and punctual attendance is required for all students. Consistent attendance is essential for academic success and is a shared responsibility between students, families, and the school. School staff will maintain accurate attendance records and enforce attendance policies. Students arriving to class after the bell will be marked "Tardy". Any student arriving more than 15 minutes past the beginning of the period will be considered absent for that period.

All absences will be classified as one of the following:

Excused	Unexcused
ME-Medical Excused	A- Absent
S- School Activity	MU- Medical Unexcused
CV- College Visit	P- Parent Acknowledged Absence
EMAP- Earned MAP/NCAS	DMV- DMV
N- Nurse Sent Home	
R- Religious	
B- Funeral	
FAM- With Family	
JS- Job Shadow	
FT- Field Trip	
OSS- Out of School Suspension	
ISS- In School Suspension	
E- Other Excused	

Absence Procedures

- Pre-excused absences must be accompanied by a pre-destined sheet (pink sheet) available in the office, preferably 2 days prior to the date of absence
- Students must obtain an admit slip (white sheet) from the office before returning to class following an unexcused/unexpected absence.
- A parent or guardian must provide a written or verbal excuse.
- Students are allowed **two days to make up work for each day missed**, up to a maximum of 10 days (or less at teacher discretion).
- Detentions related to attendance (tardies/unexcused absences) will be served on a weekly basis with administration.

2.4 Compulsory Attendance (Nebraska Law), Excessive Absenteeism, Loss of Credit

Required Attendance Age: Students must attend school if they:

- Are age 6 before January 1 of the current school year
- Have not yet reached age 18

Exceptions: Attendance is not required if:

- The student has graduated
- The student has completed an approved exempt (non-accredited) program
- The student is at least 16 and has legally withdrawn

Early Withdrawal (Ages 16–18): Students may withdraw before graduation only if:

- A formal withdrawal request is submitted
- An **exit interview** is completed. The exit interview includes the student, parent/guardian, and school officials. During this meeting:

1. Reasons for withdrawal must be verified (financial hardship or illness)
 2. The school will explain alternative education options
 3. The long-term impact of leaving school will be discussed
- A withdrawal form is signed and approved: Withdrawal is only valid when all required signatures are obtained.

Excessive Absenteeism

A student is considered to have excessive absenteeism when they accumulate **5 or more unexcused absences in a quarter**. When excessive absences occur:

1. The school will contact the parent/guardian
2. Meetings may be scheduled to identify attendance barriers
3. A plan will be developed to improve attendance
4. **Possible reduction of credit for affected courses**

Support for improving attendance may include:

- Counseling (school or outside services)
- Academic support or evaluation
- Referrals to community resources
- Credit recovery

If a parent/guardian refuses to participate, documentation will be kept on record.

Referral to County Attorney

The school may refer a case to the county attorney when:

- The student has **more than 20 absences in a school year**, and
- School interventions have not improved attendance

Parents/guardians will be notified in writing before a referral is made.

3. ACADEMICS

3.1 Grading System, Graduation Requirements

Grading System

The reporting of grades shall be made in percent form. Each teacher will inform their classes as to the procedure they follow in arriving at each student's final quarter and semester grade.

A= 93-100

B= 85-92

C=77-84

D=70-76

F= below 70

I = Incomplete

Staff members may use whatever method they determine to be professionally appropriate for day-to-day grading, but shall prepare grade reports based on numerical values. Each staff member, however, must be able to defend whatever method chosen. Determining the numerical value of the grade should be based on, but not limited to, 1) achievement in relation to class objectives, 2) class participation, 3) mental ability of students in relation to the total class and required work, and 4) evidence the student is meeting/exceeding the class requirements.

Graduation Requirements

All students must have achieved at least 240 semester hours of credit, to receive an academic diploma. 180 required units and 60 elective units.

English 40 total credits required

Math 30 total credits required

Required Classes: (A MATH CLASS IS REQUIRED IN THE JUNIOR YEAR)

Algebra I must be taken as a prerequisite to Algebra II

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Science 30 credits required.

Required Classes:

Science 9.....10 credits

Biology (Prerequisite for Anatomy & Physiology)10 credits

Electives.....10 credits

Social Studies 35 total credits required

Required Classes:

American History.....10 credits

Government.....10 credits

Career & Technical Education (CTE).....30 credits required.

Required Classes

- Introduction to Computer Science (Class of 2029) 5 Credits
- Information Technology (class of 2027).....5 Credits
- Personal Finance.....5 Credits

PE & Health20 credits required.

Required Classes:

PE/Health (Sophomore year).....10 credits

Fine Arts10 credits required.

Electives.....60 credits required.

All students shall be required to carry a class load of 7 classes per semester as a minimum. These seven courses shall be selected from among required and elective online or dual credit courses, but the following procedure shall be followed.

Special Education students who meet the requirements of their I.E.P.'s will be awarded a diploma.

Students who are enrolled part time may participate in the graduation ceremony.

3.2 Schedule Changes

Schedule Changes

Registration for classes occurs in the spring of the year and parents sign student registration sheets at this time. Any class changes will require the student to conference with the school counselor, teachers affected, and the principal. Schedule changes must be initiated by the teachers involved, the administration or counselor, and the student's parents or guardians. Final approval of all schedule changes will be made by the administration only. The Drop and Add period will be the first week of each term.

3.3 Promotion/Retention

Grades PK-6: When a student's scholastic performance and all other factors considered cause the retention of a student to be deemed advisable for the student's welfare, the parents shall be informed at the earliest possible opportunity. Parental consent and encouragement for such a procedure should be solicited.

Junior High: For a student to be promoted from grade 7 or grade 8, the student must each year pass at least six semesters of the following curricular areas combined: English, Science, Social Studies, and Math. A student may not fail two semesters of English, Science, Social Studies, or Math in the same year.

3.4 Academic Integrity

The school's Academic Integrity Policy is designed to ensure that every student's grade is an honest reflection of their individual learning and progress. By upholding these standards, the school aims to provide a fair and level playing field for all students while fostering essential personal values like honesty and accountability. The policy makes it clear that any form of cheating, plagiarism, or impermissible use of artificial intelligence is a direct violation of these goals and will result in formal sanctions.

- **Cheating** is broadly defined as any intentional misrepresentation of academic work to gain undeserved credit.
- **Plagiarism** occurs when a student presents the words, ideas, or illustrations of another person as their own without proper citation or quotation marks.

- **Impermissible Use of Artificial Intelligence** is utilizing artificial intelligence against district policy. Students may not use artificial intelligence or related platforms to assist or complete any assignment, project, test, or other school-related task. The impermissible use of artificial intelligence may subject the student to discipline in accordance with the district's plagiarism policy and academic dishonesty rules.

The sanctions for violating these rules are significant and tiered. Initially, the instructor will assign a grade of "F" or zero for the work and require a replacement project to be completed under specific conditions. Additionally, the incident is reported to both the administration and the student's parents. For serious or repeated offenses, administration may recommend further disciplinary actions, including suspension or expulsion.

4. STUDENT CONDUCT

4.1 Code of Conduct, Respect & Behavior Expectations, Discipline Procedures

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors. Failure to comply with expectations outlined is grounds for disciplinary action according to the [behavior matrix](#).

The following is subject to the consequence outlined in the behavior matrix if occurring: in the school, in a vehicle owned, leased, or contracted by the school, or at a school-sponsored activity or athletic event.

- Misconduct/disruptions in school vehicles, lunchroom, hallways and classrooms
- Improper clothing
- Inappropriate use of electronic devices, including but not limited to phones, watches, computers, and smart glasses.
- Insubordination, dishonesty and disrespectful behavior towards staff
- Incomplete work
- Plagiarism/cheating
- Skipping class/unexcused absence/tardiness
- Public displays of affection
- Horseplay/roughhousing
- Reckless driving/parking violations
- Profanity
- Loitering
- Entering unauthorized areas or improper check-out
- Improper use of school passes
- Possessing beer, alcohol, tobacco, vaping devices, or illegal drugs or paraphernalia
- Stealing
- Harassment
- Bullying, including cyberbullying
- Assault/Fighting
- Vandalism
- Threats
- Possession of firearm/knife/weapon

4.2 Dress Code

Students are expected to dress in a way that is appropriate for the school setting. 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:

- Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) 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.
- Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, vaping, or illegal drugs.
- 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).
- Head wear including hats, caps, bandannas, hoods, and scarves.
- Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- Clothing or jewelry that is gang related.
- Visually distracting body modifications.

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 Administration. 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.

4.3 Lunchroom Expectations

The lunch period is divided into two sections: grades K-6 eat from 11:25 to 11:55 a.m., grades 7-12 eat from 12:20 to 12:50 p.m. Whether eating school lunch or lunch provided from home, all students must eat in the lunchroom and food is not allowed outside the cafeteria.

The school does not have an open campus for lunch, however, students may go to their own home to eat lunch by a parent or guardian notifying the office. If you plan to go home daily or often you may bring one note for all year. Students will not be allowed to drive over the noon hour without special permission granted by administration.

NO BEVERAGES or FOOD of any kind are allowed in the lunchroom to supplement a school lunch. This includes pop, water, sport drinks, juice, chips, fruit, candy, etc. Any food items brought into the lunchroom may not be shared with another student. A parent may bring lunch to their child only (this is a regulation that is set by the State.) Once again, this meal cannot be shared with another student. Students with special dietary needs should bring a note from their doctor to be on file in the office. This note should be updated yearly.

4.4 Electronic Devices/Cell Phones

In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the district has established rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices. "Electronic devices" include, but are not limited to, cell phones, smartwatches, smart glasses, portable gaming devices, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

Students are not permitted to use any non-school issued devices during class time. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging. Phone caddies are to be utilized during class time by all students for phone storage.

Students are permitted to possess and use electronic devices before and after school hours, at lunch time, and during passing period, provided that the student does not commit any abusive use of the device. 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. 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.

4.5 Internet Use, Social Media Policy, Computer Acceptable Use

With respect to the district's computer network, the district shall:

- (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online;
- (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors;
- (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and
- (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The administration shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

Use of Verdigre Public School's technology resources is a privilege and not a right. Administration shall develop appropriate user agreements and require that employees, students (and their parents or guardians), and others sign such user agreements as a condition of access to the technology resources. Parents and guardians of students in programs operated by the school shall inform administration in writing if they do not want their child to have access.

4.6 Driving

Pupils driving vehicles to school are not permitted to drive during school hours or during the noon hour except with permission of administration. Students driving cars or other motor vehicles to school are subject to such rules and regulations as the school may find necessary.

Students are permitted to park in properly designated areas, only. Use of the school parking areas is a privilege, which can be revoked. It is expected that everyone driving in the vicinity of the school will conform to city and state traffic regulations.

Students are not allowed to park in the following areas:

- a) The loading zone west of the high school.
- b) The area west of the propane tanks by the dumpster and south of the Ag shop and all handicapped parking areas.
- c) The alley north of the elementary.

Because of the traffic problems involved, school officials will not allow violation of traffic rules. Complaints will be filed against those who continually violate accepted traffic regulations including interference on bus routes.

4.7 Events, Student Activities, Dances

All activities must be scheduled on the master calendar at least two weeks in advance. School activities include dances, banquets, parties, etc. All school-sponsored functions must have at least one faculty sponsor present. No activity will be held beyond 12 o'clock midnight. The exception is Homecoming and Prom dances which must be over by 1:00 A.M.

Students will not be allowed to leave the school building during a social activity, including dances. Any student leaving the building during a social activity shall not be allowed to re-enter. All other rules for student conduct as outlined in district policies, are in effect during school-sponsored activities.

The Homecoming Dance is open to all 7-12 students from Verdigre and Niobrara and their dates, per administrative approval and completion of "Out-of-Town Date" form available in the office. Prom is designated for students in grades 11 and 12, in addition to students that are dates.

Proper manners are expected at all social events. Loud, boisterous behavior, food throwing and other impolite actions will cause cancellation of the entire affair. These activities are planned for your enjoyment. A proper atmosphere must be upheld for a memorable evening for students and guests.

4.8 Eligibility Requirements, Activity Conduct

In order to be eligible for extra-curricular activities a student must meet the standards set forth by NSAA as well as those stated in the district policies.

Students must not be failing (below 70%) in one or more classes for two consecutive weeks. Grades will be turned in at noon each Friday or the last school day of the week throughout the quarter beginning the third week of that quarter. Eligibility will be determined through the last day of each quarter. Any student failing more than one class at the end of the week will be ineligible for the next calendar week beginning on Sunday, and any student who is failing one or more classes for two consecutive weeks will be ineligible for the next calendar week beginning on Sunday.

Students must be on time and in school the entire day of an activity/practice to participate in said activity/practice unless special conditions and advanced notification indicated this rule should be waived. Only the administration or athletic director can grant a waiver.

Disciplinary problems may result in ineligibility. Suspension from school means immediate suspension from activities. This means no practice and the student cannot ride school transportation to the activity. They cannot be with the team at the activity. Students who are in-school suspended are allowed to practice but not participate in competition vs. other schools. A student may self-report a first offense violation of the tobacco and alcohol policy and receive a reduction from three to two weeks ineligibility with a minimum of one activity to be missed.

Activity 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.

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

Use of, under the influence of, or possession of drugs and/or alcohol is a direct violation of the activity code of conduct and is subject to consequences, not limited to, suspension from practices or participation in interscholastic competition.

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

5. SAFETY & STUDENT WELFARE

5.1 Surveillance, Safety, Accidents

It is the mission of Verdigre Public School to provide a safe, secure, drug-free and welcoming environment for all students, staff and community members. The Administration is authorized and directed to adopt such regulations and take such actions as determined appropriate by the Board of Education to advance the mission of providing safe schools. Such regulations and actions may include, but not be limited to, school security measures, such as use of metal detectors, surveillance, searches and seizures, and security officers, as well as staff training and student educational programs.

In the event of an accident resulting in injury of a student, parents will be notified immediately if medical care is required beyond measures deemed appropriate by school officials or the school nurse. Any injury to the head or face of a student requires additional paperwork and follow-up with concussion protocols. A record of all accidents and follow-up procedures will be kept in the office.

5.2 Emergency Procedures, Threat Assessment

Weather events, fires, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff. A statewide approach is necessary to enhance the preparation of all students, staff, and parents to respond immediately as protocol to any incident.

- For students, a common plan provides continuity of expectations and actions in any school and community setting throughout the state.
- For school staff, a common plan clarifies procedures and lends to simplified training and practice.
- The common language and protocols assist first responders with greater predictability throughout the duration of any incident.
- The expected procedures afford parents greater understanding of risk and can reduce the level of their stress.

In cases of an incident requiring a school to either secure, lockdown, evacuate and shelter or hold, the following procedure should be adhered to by students, staff, and parents. Please reference the [Standard Response Protocol](#).

Since many parents may not be at home, all children and faculty will be normally retained at the school building in case of extreme emergency. The school notification system will be activated to inform parents and guardians regarding where children may be picked up at school or at the evacuation site.

5.3 Student Wellness, Dating Violence Prevention

Verdigre Public School strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent handbook or an equivalent such publications. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

5.4 Bullying

One of the missions of the District is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are to be encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, harassment, etc.) are to be identified and students and all staff are required to avoid such behaviors. Strategies and practices are to be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

Review our [district policies](#) to learn more.