

Article 3 - Use of Building and Grounds

Section 1 **Entering and Leaving the Building**

Beginning Of School: Students should not be on school grounds prior to 7:30a.m. unless they have scheduled practices or receive special permission from the Principal.

During the School Day: Students are to remain on campus unless excused in accordance with school policies.

End of School: Our regular school day ends at 3:32 p.m. Make-up work, special help, assignment after school, club meetings, and other school activities begin at 3:45p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

Junior High Students and Activities: Junior High students who have after school activities-sports, music practice, etc. are to be out of the building by 5:45PM or within 15 minutes upon the conclusion of their practice.

Section 2 **Visitors**

All visitors must report to the office, upon entering the south entrance, to sign in, in order to receive a visitor's pass. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the south entrance to the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators. Visitors must obtain permission from the Principal at least one day in advance of the scheduled visit. Visitors must observe all rules of student behavior at Sutton Jr/Sr High School.

Section 3 **Smoke-Free Environment**

Sutton Public Schools declares all of our schools buildings to be smoke-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for our children.

Section 4 **Care of School Property**

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.

2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item. Walking on school lawn is prohibited – use sidewalks.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	\$1.00
Missing Page:	50 cents per page (to replacement cost)
Torn Page	20 cents per page (to replacement cost)
Marks that cannot be erased	20 cents per mark (to replacement cost)

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School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

Section 5 Lockers/Student Planners

Each student will be assigned a locker. Each locker has a built in lock for each student's security. It is the responsibility of the student to make sure that the locker is secured. Lock all valuable possessions at all times whether it be the locker room or book locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. 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.

Students will receive a student planner (organizer and student pass) at the beginning of the school year compliments of the school district. If a student loses their planner, he/she will need to retrieve a daily planner from the high school office by 11:00AM for at least the next 5 consecutive school days. After that period of time, a student has the opportunity to purchase a second planner from the office for \$3.50.

Section 6 Searches of Lockers and Other Types of Searches (Canine Inspection)

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. 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 in the discretion of the administration.

The following rules shall 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 must 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 shall 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.

Canine Inspection

The school principal may within the scope of district policy and regulation and without advance warning other than this clause, employ the use of specially trained canine for the purpose of determining the presence of illegal drugs or contraband on school grounds, whether in a desk, student locker, vehicle or

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any other place on school grounds including any and all student bookbags. Any illegal drugs and or contraband discovered pursuant to such inspections or searches shall be confiscated and turned over to law enforcement authorities.

Section 7 Use of Telephone

In-coming calls: The office will always attempt to cooperate with parents/guardians in order to get a message to students during school hours. Messages will be written down and delivered to the students. Only in cases of extreme emergency will students be called out of class. Calls for students during school hours are disturbing to both student and teacher and should be held to a minimum.

Out-going calls: The school telephone's primary use is for school business and should not be used for personal calls. Under emergency situations, an office phone may be used with permission from office personnel.

Use of the phone is not an excuse to be tardy to class.

Section 8 Copy Machine Use

Students are not allowed to use the copy machine. Office personnel and teachers are responsible for running copies.

Section 9 Cell Phones/CD Players

- A. Cell phone usage is limited to before 8:00AM and after 3:33PM on days school is in session. Cell phones should be turned off when school is in session or they will be confiscated for the day, the student will call their parent/guardian to let them know they had their phone taken, before it will be returned to them. Second offense, will result in a parent/guardian being required to pick up the phone and a student will be assigned to an after school detention. Any further violations will result in the parent being required to pick up the phone and a suspension from school for habitual disruption of the educational process. ***The number of offenses equals the days confiscated.***
- B. CD's/software brought from home to be used on school computers will not be allowed. If used, they will be confiscated. If the problem persists the student will lose computer privileges.
- C. Using headphones with portable players are allowed in the building, but usage is limited to before 8:00AM and after 3:33PM on days school is in session. Head Phones/portable players should be turned off when school is in session or they will be confiscated.
- D. Stereos, CD/Radio/Cassette players, cell phones are allowed in the building. Students will be permitted to use stereos and CD/Radio/Cassette players in designated areas only, i.e. locker room, with permission and under supervision from an authorized staff member. If noise level becomes a problem, the privilege will be revoked.

Section 10 Inappropriate Student Possessions

Students will not bring items to school that are not required for educational purposes as they are not to be allowed in the classroom. These items are classified as nuisance items and include, but are limited to,, personal stereos, beepers, lighters, matches, pocket knives, sharp objects, chains, toys, and laser pointers.

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Section 11 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 12 Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

Section 13 Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal. An accident report should be completed and filed in the high school office immediately following an accident/injury.

Section 14 Laboratory Safety Glasses

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Section 15 Insurance

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District recommends that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards. At the beginning of each school year, all students are given the opportunity to purchase group accident insurance through a private company. The fee is small for the coverage provided. The student is covered for travel to and from school activities during the school day, school sponsored events and all athletics except football. Additional insurance is available for football. Schools do not carry insurance on students, their vehicles, or other personal property.

Section 16 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved and initialed by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

School related announcements will be sent via e-mail to teachers and read at the beginning of first period on a daily basis. Announcements must be sent to Office personnel by 3:00PM so that it may be read the following day. Office Personnel will monitor and screen any message to be added to the daily announcements. Teachers may post announcements in the classroom.

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Section 17 Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.