

VALENTINE HIGH SCHOOL

2018-19

HANDBOOK for STUDENTS AND PARENTS

www.valentinecommunityschools.org

WELCOME

Dear Students and Parents:

On behalf of the faculty, administration and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook which you must read, sign and return no later than August 17, 2018.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Dr. Jamie Isom
Superintendent

FOREWORD

Section 1 - Intent of Handbook:

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Valentine High School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to ensure the wellbeing of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

NOTIFICATION

This handbook also provides notification of the policies of Valentine Community Schools regarding Safe and Drug Free Schools, non-discrimination, harassment, parental rights afforded under section 504 of the Rehabilitation Act of 1973, rights under The Family Educational Rights Policy Act (FERPA), disclosure of information to military recruiters, staff qualifications, student privacy protection, parental involvement, and homeless students.

Valentine Community Schools is an affirmative action/equal opportunity institution. All teachers at Valentine High School are highly qualified. Specific qualifications can be supplied upon request.

Section 2 - District Organization:

Valentine Community Schools is a Class 3 School District which includes Kindergarten through Twelfth Grades. Valentine Elementary School located at 615 East 5th Street includes Grades K-5. Valentine Middle School located at 239 North Wood Street includes Grades 6-8. Valentine Rural Elementary Schools operate throughout the District and include Grades K-8. Valentine High School located at 431 North Green Street includes Grades 9-12. All schools are organized and operate under the laws that govern Class 3 School Districts and all are served by the same Board of Education.

Board of Education

Susan Beel, President

Will Fischer, Vice-President

Kent Lopez, Secretary

Clint Assarsson, Treasurer

Greg Gass, Member

Shane Kime, Member

Danielle Arganbright (Physical Science)

Jerry Arnold (Math/Science)

Blake Beebout (Social Studies/Strength)

Kara Buechle (Special Education)

Kasy Epke (Chemistry/Spanish)

Natalie Hall (Language Arts)

Julie Hoefs (Math)

Alex Jensen (Social Studies)

Ronelle Kilmer (Guidance Counselor)

Levi Loofe (Business)

Jennie Manning (Business)

Devin Muirhead (Industrial Technology)

Brent Nollette (Agricultural Education)

Melissa Pilakowski (Language Arts)

Michael Fulton (Music)

Emilee Stoner (Language Arts/Spanish)

Joan Swim (Art)

Becky Thorberg (Math)

Administrative Staff

Jamie Isom, Superintendent

Jeff Sayer, Middle/Rural School Principal

Lindsay Wonnenberg, Elementary School Principal

Andy Cronin, High School Principal

Gus Brown, 6-12 Activities Director

Valentine High School Faculty

Shevaun Adams (Biological Sciences)

Shane Allison (Physical Education/Health)

Section 3 - Valentine Community Schools Calendar:

Visit the school website at www.valentinecommunityschools.org.

ARTICLE 1 - MISSION AND GOALS

Section 1 - School Mission Statement

Valentine Community Schools will prepare our students for an ever-changing world.

Section 2 – School Improvement Goal

All students will become proficient writers.

Section 3 - Goals and Objectives

To meet the unique needs of High School aged students, the specially trained staff and selected curriculum at Valentine High School intends to: provide an opportunity to develop a set of values by which students can live and which are compatible with society; stimulate creativity, exploration, and independence; increase a sense of self-worth and the worth of others; strengthen basic skills and introduce conceptual learning to the degree which individual student maturity levels and abilities make possible; provide the atmosphere for interpersonal relationships fitted to the students’ emotional and social maturity levels; develop physical coordination and skills, pride in health, and a wholesome attitude toward physical growth and changes.

Section 4 - Mutual Respect

Valentine High School expects all staff members and students to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

Section 5 - Multicultural Education

Diversity has been a part of our country since its beginning. Multicultural education enables students to understand our country’s racial, ethnic, and ancestral backgrounds. Contributions and perspectives of many diverse groups are infused into the curriculum to help prepare students to live, learn, and work in a pluralistic world. Multicultural education is incorporated into all academic areas.

Section 6 - Concern Procedure

The Board of Education, administration, and staff of the Valentine Community Schools want to do everything possible to ensure that each student’s educational experience is a worthwhile and positive experience. We are committed to working with students, parents and guardians, and the community to have the best staff, programs, and materials possible. The proper procedures for a parent or student to make a complaint or raise a concern about school staff, programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

1. Complaint procedure:

- Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
 - Step 2. Appeal to the Principal if the matter is not resolved at Step 1.
 - Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
 - Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3.
- Written appeal should be made within five (5) days of the Superintendent’s decision.

2. Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

ARTICLE 2 - SCHOOL DAY

Section 1 - Daily Schedule

- | | |
|---------------------------------|--|
| Period 1- 8:00-8:50 | Period 6- 12:55-1:45 |
| Period 2- 8:53-9:43 | Period 7- 1:48- 2:38 |
| Period 3- 9:46-10:36 | Period 8- 3:41-3:31 |
| Period 4- 10:39-11:29 | |
| Period 5- 1st Lunch 11:32-12:02 | Class 12:02-12:52 |
| | 2nd Lunch 11:57-12:27 Class 11:32-11:57, 12:27-12:52 |
| | 3rd Lunch 12:22-12:52 Class 11:32-12:22 |

Class Bells

There will be two bells for each class period. At the first bell the teacher will dismiss the class. The second bell, indicating the start of the next period, rings three minutes later. A student must be in the classroom at the sound of the second bell or they will be counted tardy or absent.

Section 2 - Shortened Schedule

Shortened class schedules may be implemented to accommodate early out/late start days, for school assemblies, severe weather, testing schedules, or due to electrical or mechanical problems within facilities.

Section 3 - Severe Weather and School Cancellations

Decision to Close Schools In the event of severe weather or mechanical breakdown, the school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time, early or delayed dismissal will be announced over local radio stations and the automated phone system will call the phone number on file for each family. If no report is heard, it can be assumed that school will be in session. **Parents who wish to deny the use of their cell phone for the automated phone system must notify the office in writing by September 1st.**

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 KVSH Radio (940 AM) will broadcast the notice and the automated phone system will call the phone number the office has on file. **Parents who wish to deny the use of their cell phone for the automated phone system must notify the office in writing by September 1st. 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. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff. Also, parents are urged not to telephone the radio station or the school during severe weather. Every effort will be made to provide accurate and timely information to parents through KVSH Radio, and/or automated phone system.

Emergency Response Plans Valentine Community Schools maintain Emergency Response Plans for Fire Drills, Emergency Exits, Tornadoes, and Critical Incident Response for the protection of students and school personnel. Regular drills are held as required by law throughout the school year in order that students and staff are instructed and prepared in appropriate procedures. Each school has a signal which, when activated, indicates the necessity to either evacuate the building or move to safer areas of the building. In the event of evacuation, information will be announced by KVSH Radio, and/or automated phone system so that parents will know how and where to pick up their students.

Section 4 - Closed Campus

All students are required to remain on school grounds (campus) during the school day, except as required for classes or by parent permission.

Section 5 - Field Trips and Resource Speakers

Teachers may require a classroom field trip during the school year as part of our school programs. These trips may be walking trips or ones that require transportation. Written parent/guardian permission is required when the field trip is out of town. Field trips are supervised by the classroom teacher and usually one or two more adults.

Community resource speakers can be a wonderful asset to learning. Classroom teachers are encouraged to solicit the expertise of at least one resource speaker each year.

Section 6 - Food Days

Parents and students are asked to be aware that some foods may cause severe allergic reactions. If preparing food is a part of a school activity, please provide a list of ingredients so students are more aware of what they may be consuming.

ARTICLE 3 - USE OF BUILDINGS AND GROUNDS

Section 1 - Entering and Leaving the Building

Arrival and Dismissal Students in the Valentine High School normally may enter the school building after 7:30 a.m. The tardy bell rings at 8:00. It would be appreciated if students did not arrive at school until after 7:30 unless a teacher or school activity requires it. SUPERVISION IS NOT ALWAYS AVAILABLE FOR STUDENTS. Students may use the East, South and South West entrances to enter the building.

Student Parking and Driving Board Policy 5033 states: students who drive to school are required to park their vehicles and leave them unoccupied until it is time to drive home. The speed limit on school grounds is 10 MPH. Students may not drive or have access to their vehicles during the school day without permission of the Principal. Student parking is provided on school grounds in the south parking lot only. All traffic will enter the parking lot from the north lane and leave by the south lane. Students being dropped off and picked up should do so in the front east drive thru to avoid congestion in the south parking lot. Designated parking is for school and staff vehicles only. Students are not allowed to park in those areas during the school day.

Beginning Of School: Students should not be on school grounds prior to 7:30 a.m. unless they are going to eat breakfast, conduct business at the office, have a school activity or see a teacher for homework help or at the teacher's request. **Anyone who is not a student or member of the High School staff, must stop at the office first to receive their visitors pass.**

During the School Day Students are to remain on school grounds unless excused in accordance with school policies. No student may leave school during school hours without permission from the Principal. Failure to notify the Principal constitutes a skip, which is punishable by making up twice the time missed. Repeated violations will be dealt with by the Administration. Students, who leave and return to school during the day, must obtain a blue pass from the office, report to the school office before leaving and returning, and enter and exit the school using the East entrance.

End of School The school day normally ends at 3:31pm Make-up work, special help from teachers, and any requests/requirements from teachers or the principal for students to remain begin at 3:31. The school reserves the right to keep a student until required work is finished. It is the student's responsibility to notify the parents that they are spending time after school. Extracurricular activities begin at 3:45 p.m. The exception to this is basketball practice at the middle school which starts at 4:30. It is important that students who are involved in any of these activities report on time. All other students must clear the building as soon as possible.

Students Serving Detention. Teachers are responsible for keeping individual students for infractions of classroom rules. Detentions that students receive from the Principal's office for violation of school rules will typically be served from 3:31-4:00 p.m.

Dropping Off and Picking Up Students. Your student's safety is one of our major concerns. Cooperation between the home and school is necessary to build proper safety habits. Please help us teach traffic rules and prevent the risk of serious injury by carefully adhering to the following traffic safety rules:

Parents are asked to use marked parking areas when dropping off and picking up students. Please do not stop on the street, in crosswalks, handicapped parking areas, or the red zones. Parents dropping off and/or picking up their students on the East side of the building are required to park in the parking stalls. PLEASE do not wait in the red zone for your student.

Section 2 - Visitors

During the school day all entrance doors will be locked. Only the Green St.(east) entrance to the school will be accessible. Upon entering the Green Street entrance to the High School, all visitors (anyone who is not a student or staff member) must report to the office to sign in and receive a visitor's pass.

Parents are welcome at all times. We suggest that a visit be limited to one instructional period. Parents who plan to visit school need to schedule their visit with the Principal's Office at least one day ahead of time so that the school can confirm the visit, let you know if that school day has been altered, or if for some reason another day would be better for a visit. Younger siblings should not accompany parents on school visits as they may cause a disruption to the class. Parents are asked to follow the parent involvement policy concerning visits to school. Note: The first and last month of the school year are not good times for visits. Parents should report to the office to sign in/out upon entering/exiting the school when visiting.

Section 3 - Smoke-Free Environment

Valentine Community Schools declares all school buildings and grounds to be smoke-free, except in specifically designated areas.

Section 4 - Care of School Property

School property shall include all properties owned by or used by school districts for the education or entertainment of students regardless of academic or activity origin. This definition shall specifically include all grounds and buildings containing the high school complex and the activity fields, as well as all facilities and grounds used at away activities that VHS is involved with.

- 1. Students are responsible for the proper care of all books, equipment, lockers, 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 or to replace the item.

Book covers should be used by students to preserve textbooks that are loaned to them at their own risk. Students are responsible to maintain the condition of their textbooks. Textbooks should remain in the possession of the student or placed in a secure locker. Fines will be assessed for books that are damaged or lost. It is the responsibility of the parent/student to list prior damages when receiving textbooks. This list is to be given to the teacher.

Fines on library and textbooks are determined according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers or damaged beyond use:	Replacement cost
Cover Damage:	\$.25 - \$5.00
Page Damage - Useable:	\$.25 - \$.75 per page (up to replacement cost of book)
Page Damage - Beyond Use:	\$1.00 (up to replacement cost of book)

School-issued items that are stolen or lost are the responsibility of the student to whom they were issued. General condition of materials and equipment is always a consideration before assessing fines. Students must pay all fines before they can receive final grades.

CHROMEBOOKS

School property also includes technology devices such as chromebooks that are provided as a part of our 1:1 initiative.

Lost or Damaged beyond repair:	\$300
Cracked or damaged screen:	\$200
Lost or damaged charger:	\$30
Lost or damaged case	\$30

Other damages such as but not limited to broken hinges, missing keys, cracks in housing, etc. will be assessed case by case.

Section 5 - Lockers

LOCKERS

Each student will be assigned a locker that will be loaned to them by the school for their books and personal belongings. When students come to school in the morning or at lunch, go to their locker, check carefully for all the materials needed for the half-day of work. There is little time in the school day for students to stop at their lockers. Anything posted on the lockers must be approved by the office ahead of time. All decorations will be removed both on the inside and outside of lockers periodically throughout the year. Students will be fined if necessary for damage done to their locker. Let it be understood that the locker is a possession of the school jointly accessible to the student and school officials. Lockers will be searched from time to time by school officials. Students are responsible for the condition of the locker that was checked out to them FROM CHECK OUT TO CHECK IN. Valuables, including money, SHOULD be locked up at all times. Each student is responsible for cleanliness inside his/her assigned lockers and cubby. The school will assume no responsibility for articles lost from the locker. Any books or articles picked up outside the lockers will be turned into the Principal's office. Lockers are to be locked at all times when not in use. Students may be assessed fines for damage to lockers and/or cubbies.

All students who have a physical education class or are out for a sport will be assigned a gym locker. All physical education and sports equipment are to be stored in the gym lockers during school hours. They are not to be put in cubbies or on the hallway floors.

CUBBIES

The cubby spaces are spaces for extra materials that students bring to school and cannot be stored in their lockers such as gym bags, coats, etc. The Cubbies should not be used for book storage – the school is not responsible for any books that disappear from the cubby area.

Section 6 - Searches of Lockers and Other Types of Searches

School faculty and staff are authorized to inspect lockers, cubbies and desks and may remove any objectionable items. The school may use the assistance of specially trained dogs to detect contraband in students' lockers, belongings or automobiles on school property. 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 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 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 may be removed from student possession.

Section 7 - Use of Restrooms

Use of the restrooms is permitted before and after school, between class periods, and during lunch periods. Students may use their passbook up to two times during the day for restroom privileges. Students are expected to keep restrooms clean and are prohibited from writing on the walls or damaging the facilities in anyway. If a student is feeling ill, he/she should report to the Principal's office and not remain in the restroom.

Section 8 - Use of Telephone

USE OF THE OFFICE COURTESY TELEPHONE WILL BE ALLOWED AT THE DISCRETION OF THE OFFICE STAFF. Plans for rides home, staying with friends, etc., should be made in advance to avoid unnecessary phone calls. Students are permitted, and it is their responsibility, to call their parents when they must stay after school unexpectedly. It is encouraged that students use the phone next to the East entrance instead of using the office phone. Courtesy and classroom telephones should NOT be used during class time. Use of the telephone is not an excuse to be tardy to class.

Section 9 - Bicycles

Students who ride bicycles to school must park them on arrival in the racks provided. All bicycles are to remain parked in the racks until the student vacates school grounds. It is recommended that all bicycles be equipped with locks. The school is not responsible for damage to or the theft of parts while bicycles are on school property.

Section 10 - Student Valuables/Lost and Found

Students are responsible for their personal property and are cautioned not to bring large amounts of money or items of value to school or school activities. Valuables are not to be left in bathrooms, hallways or classrooms. Items of value should be locked up in the student's locker, taken to the Principal's office, or given to a classroom teacher for safekeeping. 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. Unclaimed lost and found items will be kept in the school office for a short period of time.

Section 11 - Insurance

Under Nebraska law, the District may not use school funds to provide general student accident or athletic insurance. The District requires 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. Information about student insurance providers is made available to all students upon enrollment in school.

Section 12 - Announcements and Bulletins

Daily announcements will be posted on the school website at www.valentinecommunityschools.org, posted in lunchroom and read to students during the beginning of second period (8:53 am during regular scheduled days). Items to be included in school announcements must be provided the school office by 8:30 a.m.

Bulletin boards and display cases are available for posting and displaying of school-related and approved materials. Approval for displaying or posting non-school related items must be obtained in advance from the building Principal.

Section 13 - 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 coursework, 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.

ARTICLE 4 – ATTENDANCE

Section 1 – Attendance Policy 5001 - Compulsory Attendance and Excessive Absenteeism

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to regularly attend a public or private school unless the child has graduated from high school or has been allowed to dis-enroll pursuant to this policy. **Students are expected to attend every class every day. Parents or guardians must provide an explanation for the absence of a student for all or any part of the school day. The explanation may be presented in person, by phone, or in writing.**

It is against state law for students to work for pay during school hours. Any student working for pay during the school day will be considered truant and will also be considered an unexcused absence.

Mandatory Attendance Age

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

Exceptions

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control

of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to re-enroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be dis-enrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district shall follow the procedures outlined in the attached form in considering requests to dis-enroll. Only children dis-enrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as the attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides when the student is absent more than twenty days per year or the hourly equivalent. Compensation for the duties of attendance officer is included in the salary for the principal.

Regular school attendance is a very important factor for success in school. Therefore, habits of regular attendance and punctuality must be developed. School begins at 8:00 A.M. PROMPTLY. Students may enter the building after 7:30 A.M. Classes will be dismissed at 3:31 P.M. and a bell will ring at 4:00 P.M. for all unsupervised students to be out of the building.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

Examples of excused absences:

- A. Illness
- B. Medical, dental or optical appointment
- C. Death in the family
- D. Driver's license exam
- E. Parents requesting students to work at home

It is recommended that students not be excused for:

- A. Hair/beauty appointments
- B. Hunting, shopping, etc.
- C. Work for pay
- D. Oversleeping
- E. Any function that interferes with the normal educational process and the school day.

Any exception to the above guidelines where extenuating circumstances may require the Administration to exercise discretionary authority.

Arriving at school late or leaving school early is an unexcused absence unless the student was absent for one of the above reasons.

A forged excuse, written or verbal via phone call, for any tardy or absence will be unexcused with possible further discipline.

Parents will be notified by mail for the first unexcused absence incurred by their child; the student will be allowed to make up any work missed; the student will make up all time missed before or after school as determined by the Administration. For the second unexcused absence incurred by a student during the school year, any work missed will be allowed to be made up and parents will again be notified by mail; the student will make up double the time missed from the absence before or after school as determined by the Administration. For the 3rd unexcused absence, the time to make up will triple and students can be made to make up time during the finals week. Subsequent unexcused absences will require a parent meeting and consequences will be up to administrative discretion. Unexcused absences beyond a third one will result in a suspension of some kind as determined by the Administration.

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides.

STUDENTS NOT UNDER THE SUPERVISION OF PARENTS OR GUARDIAN

Students not under the supervision of their parents or guardian, or staying with someone other than their parents or guardian must bring to the principal's office a written statement from their parents or guardian indicating where their student resides. The school will not accept excuses, permission slips, student releases, phone calls, etc., from any person OTHER THAN THE LEGAL GUARDIAN OF A STUDENT. Exceptions must be established prior to need.

Section 2 - Attendance and Absences

Regular school attendance is a very important factor for success in school. Students are expected to be in attendance at school on all days that school is in session, if at all possible. When students are absent, we ask a parent or guardian to telephone the school office before 8:30 a.m. at 376-3718. Parents and students need to check with the Principal and teachers when they know in advance that a student will be absent. When a student returns to school after being absent, the parent(s) must provide an excuse to the office stating the reason for the absence.

Absence Procedure A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issued by the Principal's office. Work must be made up within the time allowed on the admit slip. Students missing classes for school activities must present a completed makeup slip to the office before being allowed to leave for the activity.

Accumulated Absences

A student may have no more than 10 absences in any one class in any one semester. If a student should accumulate more than 10 absences in any one class in any one semester, regardless if they are excused or unexcused, and without extenuating circumstances as determined by the Administration, the student will have a deduction of credit as follows: 11 absences the student loses 2 credits per class, 12 absences the student will lose 4 credits per class, 13 or more absences, student will not be given any credit toward graduation. If in the event the student accumulates 11 or 12 absences and finishes the semester with a passing grade they will be given the opportunity to make up the deducted credits via Alternative Education during the summer or at a time determined by the Administration.

Retention - Alternative education and/or Summer School will be strongly considered when a student has excessive absenteeism or fails to earn required credit to advance. In cases of excessive absenteeism, the Valentine Community Schools Retention Procedure and Evaluation Process will not apply. In cases of excessive absenteeism, final authority for retention, Alternative education and/or Summer School rests with the professional staff of Valentine Community Schools.

Section 3 - Tardiness

If a student is tardy, a white or pink pass must be presented, or have a signed pass from their handbook. If a student is detained by a teacher, the student should request a pass to the next class, so that the student will not be counted tardy. For each unexcused tardy, the student will serve a 30 minute detention after school the same day of the tardy. If the 30 minute detention is not served for an unexcused reason the 30 minutes will be doubled and will be served the next school day. If the doubled detention is not served, the student will not be allowed back in the school building without being accompanied by a parent/guardian. Students will also serve a 30 minute detention for every three (3) excused tardies.

Section 4 - Leaving School

No one will be allowed to leave the building during the day without going through the office and obtaining a permit slip. Students may get this permit slip at the Principal's Office when a request from home is presented. Students must have this slip with them while they are gone and when they return. Those students going to appointments are to have them signed by the person or office when their appointment is over. Hand in the slip at the office upon your return. It will be signed and "timed" by the Principal or the Principal's secretary. This is then an admit slip back to class. Leaving the school grounds for any reason, without proper procedure, will be counted as an unexcused absence.

Section 5 - Attendance is Required to Participate in Activities

Students must be in school and have attended every period of the day of any scheduled school activity in order to participate in the activity. This includes sports contests, practices, music and drama performances, and dances. Failure to be in attendance in

each period at school on the day of a scheduled activity will result in a student being withheld from participation in the activity. The Administration retains the right to grant participation should exceptional circumstances prevail.

Students not attending class

Students enrolled in school but not attending class, or under out of school suspension or expulsion, will not be allowed on the school grounds during the school day or after school. They also are not allowed to attend evening activities such as concerts, athletic contests, etc. Exceptions will be made only through the Administration.

Section 6 - Make-up Work

Make-up work may be assigned for each day/class missed regardless of the type of absence. **One day will be allowed to make-up work for each day absent.** If make-up work is not completed on the date it is due, the issuing of zeros policy will be implemented.

ARTICLE 5 - SCHOLASTIC ACHIEVEMENT

Section 1 - Curriculum

Valentine Community Schools strive to provide a quality, comprehensive educational program. Students are assessed throughout the school year by a variety of assessment tools. The educational program is continually monitored and regularly revised.

FRESHMAN CURRICULUM

All students enrolled as freshman will be registered for the following courses:

English 1, information technology, physical education/health, physical science, and an assigned math course and, in addition, three elective courses.

(Students will need to earn 10 social studies credits either their freshman or sophomore year, and may choose to do both)

SOPHOMORE CURRICULUM

All students who have completed all required credit and have accumulated at least 65 credits will be considered a sophomore. All students who are enrolled as a sophomore will be registered for the following courses: English 2, Biology, World History, an assigned math course, and, in addition, four elective courses.

(Students will need to earn 10 social studies credits either their freshman or sophomore year, and may choose to do both)

JUNIOR CURRICULUM

All student who have completed all required credit and have accumulated at least 130 credits will be considered a junior. All student who are enrolled as a junior will be registered for the following courses: An assigned English course, American history, an assigned chemistry course, an assigned math course and, in addition, four elective courses.

SENIOR CURRICULUM

All student who have completed all required credit and have accumulated at least 195 credits will be considered a senior. All students who are enrolled as a senior will be registered for the following courses: An assigned English course, American government and, in addition, six elective courses.

BOARD POLICIES AFFECTING SECONDARY STUDENTS

1. **Senior High Student Subject Load:** High School students must carry at least 35 academic semester hours each semester. Exceptions to these provisions may be made by the Board. Additional hours may be taken by correspondence with the approval of the Guidance Counselor and the Principal. Correspondence classes to be accepted cannot be classes offered by VHS unless approved by the Administration.

2. **Graduation-Commencement Exercises:** In order for a Senior to take part in the Commencement Exercises held at Valentine High School, they must have met ALL graduation requirements as documented below. These requirements must be met and documented with the Administration by noon of the Friday before Commencement Exercises. If the graduation requirements are NOT met by the noon deadline, the student will NOT be allowed to take part in the Commencement Exercises. If requested by a student's family, the school will provide a setting before the next regularly scheduled Board of Education meeting after the requirements have been met, in order for the student to receive their diploma. If no such request is made, the student will receive their diploma by mail at the earliest convenience of the Administration.

In order to graduate from high school, Seniors shall have completed a minimum grade of 70%, and accumulate 260 semester hours. Of these hours, Seniors are required to accumulate 40 hours in English, 30 hours in Social Studies (including American History & American Government), 30 hours in Math, 30 hours in Science, 10 hours in Business that must be the Informational Technology 1

class 10 hours in business/career exploration that must include 5 hours of information technology and 5 hours of career exploration & 10 hours in Physical Education.

The Principal will notify the Board at the regular April meeting as to the status, relative to graduation, of all Senior students.

At the annual commencement exercises, the Board will recognize as honor graduates, those senior students who have maintained a 93% or better average over four years.

EARLY SCHOOL RELEASE FOR SENIORS

Seniors have traditionally been released from school earlier than the other students. This tradition stems from the fact that graduation occurs before the semester ends. Seniors will have graduation rehearsal as determined by the Administration. All seniors going through graduation ceremonies will be required to be at rehearsal unless excused by the Administration.

STUDENT RECORDS

Any pupil in any public school, their parents, guardians, teachers, counselors or school administrators shall have access to the school's files or records maintained concerning them. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person.

Section 2- Grading

GRADES

Grades will be given on a percentage basis. A grade below 70% will be a failing grade.

- A- - - - - 93---100
- B- - - - - 85----92
- C- - - - - 77----84
- D- - - - - 70----76

- F- - - - - Below 70
- I- - - - - Incomplete
- P- - - - - Pass
- F- - - - - -Fail
- N- - - - - No Credit

Any class taken which is a Pass/Fail class will be graded as follows: A passing grade will be issued if the student earns an 85% or higher. A failing grade will be issued if the student earns an 84% or below.

SEMESTER GRADING

Two grades will be issued during an academic year that will have an impact on a student's GPA, Class Rank, and credit towards graduation; a first semester and second semester grade. All grades during any given semester will count towards the same grade. Parental notification on the progress of student's grades will be given or sent at the 4/5 week period, the 9 week period, the 13/14 week period, the 23/24 week period, the 27/28 week period, and the 32/33 week period. Report cards will be issued at the end of the first and second semesters.

MAKE UP OF FAILING GRADES

A student may not improve any grade issued in any class taken here at Valentine High School unless the student has been issued a failing grade. An Alternative Education setting is provided by VHS for credit recovery, enrichment, attendance and discipline issues. Enrollment in the Alternative Education Program is approved or denied through an application process administrator discretion. Other avenues may also be considered to make up failing grades. This would be determined by the Administration.

ISSUING OF ZEROS

If a student is issued a zero, they will come in immediately to make up the work for the teacher. If the student does not come in at the designated time for the teacher, the teacher will then turn the matter over to the office. If it gets turned over to the office, and the student chooses to not make up the work at this time, they will not be allowed back into the building the next school day unless they are accompanied by their parent/guardian be given a zero referral and will stay after school until 4:00 or until the assignment is completed. If the student then fails to stay after then at this time it will be addressed by the administration with the parent/guardian and guidelines set in which the student will abide by. If the student does not abide by the designated guidelines, further disciplinary action will be taken.

RESEARCH PAPERS AND/OR PROJECTS

The same procedure would be used as described above - a student cannot take a 'zero' on any such assignment; Sophomore/Junior/Senior English students in a Non-Dual Credit class would also receive a 15% grade reduction for each day the

paper/project is late; English students in a Dual Credit class would receive a 25% grade reduction for each day the paper/project is late to coincide with typical college academic policy; if a paper/project is not turned in, an 'Incomplete' will be issued and the student will be required to complete the paper/project. All Research Papers will be due during the student's English class period on the designated due date.

INCOMPLETES

Incompletes will be given when a student's work for a semester period has not been completed. Unfinished work causing the 'incomplete' must be finished within the time designated on the 'incomplete contract' or the student will have the policy regarding the issuing of zeros go into effect.

Section 3- Honor Roll

HONOR ROLL

In order to recognize excellence in scholarship the school publishes an Honor Roll for each semester period. To be placed on the semester Honor Roll a student must earn an average of 90% or better during that semester period; 93% or better will also receive special recognition.

SCHOLASTIC LETTERS

Scholastic letters will be awarded to all students, except freshmen, who maintain a semester grade average of 90% or better for the second semester of one year and the first semester of the year immediately following.

Section 4- Report Cards

REPORT CARDS

Report cards will be mailed at the end of the first semester. The year-end report cards will have a designated time set for students to pick them up. The office will mail report cards out to those unable to pick them up at the designated time.

WEB ACCESS

We highly encourage parents and legal guardians to sign up to gain access to our grade management system; PowerSchool. Any parent/guardian wishing to gain access to their student's grades at any time may do so this school year at Valentine High School. You must have internet access. Parents who wish to have the capability to access their student's grades, and send /receive messages from teachers may obtain the necessary information from the high school office.

Section 5- Alternative Education

Alternative Education. The Board of Education of Valentine Community Schools has implemented an Alternative Education program for students who fail their classes, may have a poor history of academic performance and/or behavior issues that keep the student from succeeding in the traditional classroom setting and students whose absences from school exceeded state attendance requirements. This is a program where students will only be allowed to take part in it if all other strategies haven't been successful.

Section 6- Registration Changes

CHANGE OF REGISTRATION

Students may change their class schedule only with consent of the parents, the teachers involved, the Principal, and the Guidance Counselor. The last day to change a class for the first semester will be Friday, August 17, 2018, by 4 PM and for second semester the last day to change will be Tuesday, January 8, 2018, by 4 PM. After these dates, changes can be made only with administrator approval.

Section 7- Final Exams

SEMESTER EXAM INCENTIVE PROGRAM

Students may be required to take a semester exam at the end of each semester. The semester exam is worth 15% of their overall grade for that particular semester. Seniors will not be required to take semester tests the 2nd semester. For an incentive to maintain good attendance, grades and behavior, VHS has implemented a practice where students can be eligible to not be required to take the semester final exams. These students must meet all of the following criteria:

- Be absent for no more than 3 days per class in a semester
- Finish the semester with a minimum of 77% (C average) in each class
- Must not have served a suspension or expulsion

ARTICLE 6 - SPECIAL PROGRAMS AND SERVICES

Section 1 - Counseling and Guidance Services

Valentine High School's guidance program is based upon the belief that growth and development during the early years of schooling are the most significant in the total education of the child. The counselor is here to assist you in matters pertaining to your high school schedule and career planning. This could include college plans, vocational training and testing. The counselor is also training to help you with problems in your personal life on a confidential basis. Also available in the counseling office are a number of methods to help you objectively select careers and postsecondary schools.

Section 2 - Crisis Team

The Crisis Team is a support service which helps our schools assess, plan, and intervene in crises affecting staff and students. A preplanned, organized approach has been shown to be effective in reducing the emotional and social impact of a crisis. The Valentine Community Schools' Crisis Team has had specialized training to assist building administrators in directing crisis resolution activities. The team is made up of staff members from the elementary, middle, and high school.

Section 3 - Library/Media

Library/media services include research materials, general reading materials, and various technologies. The library/media center is open during the school day, 15 minutes before school, and 30 minutes after school for student and staff use. The Media Center is there for your use. Feel free to check books out at any time. If you have trouble finding something in the Media Center that you want, go to library personnel for help. All magazines except the current issue are behind the desk and are to be checked out at the desk for use at the tables. Only library personnel are allowed in the stacks or periodical storage room and behind the media desk. No magazines or reference books are to be taken from the Media Center unless there is an exception made and special permission is granted by the Media Specialist. The Media Center will be used only for research and serious reading. STUDENTS ARE NOT TO LEAVE A STUDY HALL AND GO TO THE MEDIA CENTER TO STUDY. THE PURPOSE OF A STUDY HALL IS TO HAVE AN INSTRUCTOR TO SUPERVISE AND ASSIST THEM. Any student who becomes a distraction in the Media Center will be sent back to class. If a student is a distraction more than once, they may lose their Media Center privileges. The Media Center will remain open for one-half hour before and after school Monday through Friday. A maximum of five students will be permitted to leave any one study hall to go to the Media Center. Students must have their signed hall pass with them.

STUDY HALL/MEDIA CENTER GUIDELINES

1. Only five students from a study hall may come to the Media Center.
2. Each Student in Study Hall will be allowed to pass to the Media Center no more than 3 times a week, unless the study hall teacher allows fewer passes than 3.
3. Sign the check in/out sheet.
4. Only three people are to sit at a table.
5. No personal electronic devices (personal electronic devices are defined as iPads, iPods, etc.) or cell phones are allowed in the Library during the school day.
6. The Media Center is not for visiting. Conversation is to be kept at a minimum.
7. A student leaving the Media Center for any reason must sign out on the check-out sheet after obtaining permission from library personnel.
8. Books are checked out for two weeks.
9. Fine is \$.05 each school day a book is overdue. Fines are paid to the Media Specialist or Business office.
10. Newspapers and magazines are to be read in the Media Center. They may be checked out by special permission only, \$.10 a day fine on any overdue.

Section 4 - Special Education Services

Special Education is federally mandated and partially state funded program for any student in need of special assistance. Upon recommendation by the school's Student Assistant Team, a student will be tested. The Multidisciplinary Team then determines eligibility for the student. Parent involvement and permission for placement of a student in this program is required. Valentine Community Schools' program is designed to provide comprehensive services in the least restrictive environment for each verified

student and to develop each student's skills to his/her maximum ability. The building Principal is the first contact regarding referrals to the special education program and resolution of special education disputes.

Section 5 - Speech and Language

Speech therapy services are provided for eligible preschool and school-aged children exhibiting speech-language deficits. Upon recommendation by the Student Assistance Team, students are tested to determine eligibility. The speech-language pathologist's functions can include assessment, multidisciplinary team involvement, collaborative IEP development and implementation, direct therapy, and recommendation regarding appropriate placement of children. Additionally, consultation is extended to staff members and parents.

Section 6 - Student Assistance Team

The Student Assistance Team (SAT) works in cooperation with classroom teachers and parents of a child who has exhibited a learning difficulty or behavioral problem that leads to an academic problem. Intervention strategies for the regular classroom are implemented to assist the student. The student's performance is closely monitored and documented to determine whether instruction in the regular classroom is sufficient or if the student should be referred for special education evaluation.

Section 7 - Health and Safety

Valentine Community Schools will maintain health and accident records and will oversee student possession and use of medication. The purpose of keeping health and accident records is to provide information for and support of a comprehensive safety education program for all children and district personnel. Accident reports promote the safe and efficient operation of the school system as well as the protection and education of the students. To ensure a safe school environment, Valentine Community Schools will use the guidance and assistance of the Nebraska Department of Health and Human Services, the Cherry County Clinic, and the Valentine Medical Clinic.

Medical Information to be Provided to the District

All parents/guardians must complete a health questionnaire for each student. If the student is allergic to certain medication, foods or substances, has asthma, or is prone to seizure or other illness, the student's parents, guardian, and/or physician shall provide the school, in writing, with the following information on or by the first day of school:

- A. Name of medications, foods or substances to which the student is allergic.
- B. The serious illness(es) to which the student is susceptible, the triggers, and initial symptoms.
- C. If the student is susceptible to an illness, or allergic reaction, the steps to be taken by school personnel in the event the illness or allergic reaction occurs.

Student Illness or Injury

School personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or a determination that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. The student should not return to school until they have been fever free for 24 hours without the use of a fever reducing medication (e.g., ibuprofen, acetaminophen, etc.). If the student does not have a fever, he/she will be encouraged to stay in school. Should the student's condition deteriorate, his/her parent or guardian will be notified. Please include emergency daytime phone numbers when enrolling your child so that you or an emergency contact can be reached if your child becomes ill or injured while at school. Also, please inform the school of any health related information you feel is important for your student's success in the classroom and/or safety at school. Parents who have students with asthma or severe allergies will be asked to provide more specific information to the School Nurse.

Unless an injury is of a minor nature, the student's parent(s) or guardian will be notified. If the parent(s) or guardian cannot be reached, the student's emergency contact person will be notified. If the student's parent(s) or their emergency contact person cannot be reached, the school shall decide if an ambulance is necessary. Any accident resulting in injury will be reported to the building principal's office. The well being of the students is our foremost concern. Should a medical situation arise, the school may call for an ambulance. Parents or the student's emergency contact will be notified.

Communicable Disease Guidelines:

Chicken Pox - Exclude for no less than 6 days* after the appearance of first crop of vesicles and student is without fever and vesicles are dry.

Colds - May return if no fever.

Conjunctivitis (Pink Eye) - May return when eye is normal in appearance or with written physician approval.

Fifth's Disease - Exclude until fever and malaise are gone. May return with rash with written physician approval.

Impetigo - Exclude until lesions are treated. May return with written documentation from physician.

Lice (Head or Body) - Exclude until verification of appropriate treatment method.

Measles (Rubella) - Exclude for duration of illness and for no less than 4 days* after onset of rash.

Measles - Three Day - Exclude for duration of illness and for no less than 4 days after onset of rash.

Mumps - Exclude for duration of illness and until swelling has subsided (about 9 days).

Ringworm - Exclude until treatment is started.

Strep Infections (Scarlet Fever, Scarletina, Strep Throat) - Exclude until no fever and under treatment for 24 hours.

**Day of onset of specific symptoms is counted as day zero, the day after onset is day 1.*

Medications

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parent/guardian must provide a signed written consent for the child to be given medication at school. A consent form is available in the school office.

Possession And Use of Medication Prescribed medication shall not be brought to school unless a physician's written directions state that the prescribed medication must be taken during school hours or during school activities. Medication should be taken at home whenever possible.

Prescribed Medication The student or the student's parents or guardian must provide the Principal with a physician's written orders which prescribe the type and amount of medication. A current prescription label will satisfy the requirements of this paragraph. In addition, a written authorization permitting the use of the medication and giving the school permission to call the prescribing physician with questions must be signed by the student's parents or guardian and taken to the principal's office along with the medication. This must be done each time prescribed medication is needed. The school nurse may limit medication dosages to levels listed in current drug reference publications.

Non-prescribed/Over-the-Counter Medication A written authorization permitting the use of the non-prescribed over-the-counter medication must be signed by the student's parents or guardian and provided the principal's office **along with the medication in the original box/container**. This must be done for each type of medication needed (i.e., cough drops, Tylenol, etc.). The school may also require a written authorization signed by a physician giving the school permission to telephone that physician with questions.

Taking of Non-prescribed/Over-the-Counter and Prescribed Medication The ingestion, taking, or application of medication, including nebulizers, shall be performed under the direct supervision and observation of the principal or the principal's designee, and administered as directed by the student's parent or guardian for non-prescribed medication, and as directed by the student's physician in the case of prescribed medication.

Medication Containers Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle/container. Repackaged medications will not be accepted.

Custody and Storage of Medication Medication delivered to the Principal shall be stored in the Principal's office or other area designated by the school Principal. The storage area shall either be locked or under the control of a designated school employee.

Medication Quantity No more than one week's supply of prescribed medication shall be provided or delivered to the school by the student or student parent or guardian, unless there is a written order by a physician requiring a greater supply.

Transfer of Medication to Other Students Students are prohibited from transferring or delivering any over-the-counter or prescribed medication to other students. Violation of this subsection will authorize the confiscation of the medication by the District, and subject the student, to student discipline.

Inhalers Students may use inhalers without supervision or monitoring by the Principal or Principal's designee. However, if the inhaler is a prescribed medication, the Principal will be advised by the student's parent, guardian, or physician in writing of the inhaler frequency of use. If school personnel observe a student using an inhaler in excess of the directions on the inhaler or more frequently than would be considered reasonable, it shall be reported to the Principal's office in which case the student's future use of the inhaler shall be supervised by the principal or principal's designee.

Finger Stick Blood Test Parents of students who have diabetes, and students with diabetes, should notify the school at the beginning of the school year and provide the school with all required information. Students who have been taught finger stick blood tests shall follow those procedures.

Immunization Requirements

Students must show proof of immunization upon enrollment in Valentine Community Schools. Any student who does not comply with the immunization requirements will not be permitted to continue in school. **Please refer to the Summary of School Immunization Rules and Regulations on the next page to determine compliance with Nebraska state law.** For students with medical reasons or sincerely held religious beliefs that do not allow immunizations, parents must provide a waiver statement with a doctor's signature stating that the immunization(s) would be medically risky or, in the case of refusal due to religious beliefs, a notarized affidavit stating that the immunization(s) conflict with the family's religious beliefs must be provided. Medical waiver and religious affidavit forms are available in the school office.

Note: Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.
Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Physical Examination Requirements

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. The cost of such physical examination is to be borne by the parents or guardian of each child examined. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept with the student's records.

School Vision Evaluation

A School Vision Evaluation **is required** for all children **within six months prior to entering** Nebraska schools for the first time

(includes beginner grades including Kindergarteners, transfers, and other students new to Nebraska) [Nebraska Statute].

School Health Screening

Students in Nebraska schools are required to be screened annually for vision, hearing, dental defects, height and weight, and BMI (body mass index) by qualified personnel. The Valentine Community Schools screening program also incorporates scoliosis screening for sixth through eighth grades. Students about whom health concerns are identified to the school nurse may also be screened. Parents are notified of any health concerns as they are identified. A child is not required to submit to school health screening if his or her parent or guardian provides school authorities with a statement signed by a physician, physician assistant, or an advanced practice registered nurse-nurse practitioner stating that the child has undergone the required screening within the last six months preceding the school's scheduled health screening. A child must submit to any required screening at school for which such a statement is not received.

Asthma-Severe Allergy Protocol

Valentine Community Schools seeks to protect students and staff from exposure to allergens, preventing a life-threatening asthma attack or systemic allergic reaction. If a student or staff member experiences a **life-threatening** asthma attack or systemic allergic reaction (anaphylaxis) anytime during the school day in the school building the following protocol will be implemented.

The protocol requires 911 be called first. After that call is made, an Epi-Pen injection will be given and then albuterol is provided through a nebulizer. An Epi-Pen is a small pre-filled automatic injection device that resembles a highlighter. It is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief (commonly found in rescue inhalers). The nebulizer is a machine that mixes the albuterol with air to provide a fine mist for inhaling through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening breathing emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by a local physician.

If you know that your child has asthma or a known allergy, it is **critically important** that you communicate this information to our school nurses. In rural attendance centers parents must also notify the classroom teacher. A school health form is an ideal place to provide this basic information, and you will receive a more detailed form to fill out if more information is needed. For each student with a known severe allergy or asthma, you must provide the school with:

- 1) Specific information about the condition
- 2) Instructions
- 3) Medications as directed by a physician, PA, or APRN

In the event that your student experiences a life-threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medications that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol described above.

If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school.

Section 8 - Help from Teachers

Any student may talk to one of our teachers or an administrator. Most student welcome this opportunity and voluntarily take advantage of it, but, if it seems advisable for the welfare of the student, teachers have the authority to require students to come for extra sessions of supervised study before and/or after school.

ARTICLE 7 - DRUGS, ALCOHOL AND TOBACCO

BOARD POLICY RELATIVE TO STANDARDS OF STUDENT CONDUCT PERTAINING TO THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS, ALCOHOL, OR TOBACCO OR LOOK ALIKE DRUGS AND/OR PARAPHERNALIA ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES

It shall be the policy of Valentine High School, District #6, in addition to standards of student conduct elsewhere adopted by board policy or administrative regulations to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs, alcohol, or tobacco or look alike drugs and/or paraphernalia on school premises or as a part of any of the school's activities. This shall include such unlawful possession, use, or distribution of illicit drugs, alcohol or tobacco or look alike drugs and/or paraphernalia by any student of the District during regular school hours or after school hours at school sponsored activities off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, or imitation, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol or tobacco on school premises or as a part of any of the school's activities.
4. Use of any illicit drug, or imitation.
5. Distribution of any illicit drug or imitation.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol or tobacco.

It shall further be the policy of the District that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, referral to appropriate authorities for criminal prosecution.

DRUG EDUCATION COUNSELING AND REHABILITATION PROGRAMS

It shall be the policy of Valentine High School, District #6, to provide information to all students concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within fifty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs, alcohol, or tobacco, appropriate school personnel shall confer with any such student and their parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and their parent/parents/guardian.

BOARD POLICY RELATIVE TO DRUG, ALCOHOL, OR TOBACCO EDUCATION AND PREVENTION PROGRAM OF THE DISTRICT PURSUANT TO P.L. 101-226 AND 34 C.F.R, PART 86

It shall be the policy of Valentine High School, District #6, to provide age appropriate, developmentally based drug and alcohol education and prevention programs for all students of the school. It shall be the policy of the District to require instruction at each grade level concerning the adverse effects resulting from the use of illicit drugs, alcohol, or tobacco. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the board to be appropriate to the age of the student exposed to such instruction. Such instruction should be described in any curriculum guides of the District and should have as one of its primary objectives preventing the use of illicit drugs, alcohol, or tobacco by such students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District through the instruction earlier herein referred to as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug, alcohol, and tobacco use is wrong and is harmful both to the student and the District, and its educational programs.

STUDENT AND PARENT NOTIFICATION OF SCHOOL POLICY ON DRUG PREVENTION

It shall be the policy of Valentine High School, District #6, to provide each student of the District a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs, alcohol, or tobacco on school premises or as a part of any of the school's activities.

Such standards of conduct and the District's policy of disciplinary sanctions that may be taken for violation of such standards of conduct shall be given to each student and their parent/parents/guardians prior to the commencement of each school year on a form to be developed by the administration or Board of Education.

It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct.

Students who violate school rules will face disciplinary consequences up to and including expulsion from school. The code of conduct and procedure for imposing discipline on students is set forth in the student handbook. The board of education will not consider an appeal of any disciplinary sanction unless the student and his/her family have complied with the procedures set forth in the handbook.

ARTICLE 8 - STUDENT RIGHTS, CONDUCT, RULES AND REGULATIONS

Good discipline originates in the home. The parent is the first teacher of a child and should help the child to develop good behavior habits and proper attitudes toward school. A parent should:

- Recognize that the student's discipline at school is the school's responsibility.
- Teach the child respect for law, authority, the rights of others, and for private and public property.
- Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
- Work with the school in carrying out recommendations made in the best interest of the child.
- Talk with the child about school activities; show an active interest in report cards and progress.
- Valentine Community Schools feels it is important to maintain contact with parents concerning student behavior.

The common goal of students, parents, faculty and administration of Valentine Community Schools is to maintain a school atmosphere, which is conducive to learning. In order to achieve this, Valentine Community Schools will continue to review and distribute a set of reasonable and fair rules and policies.

VIOLATIONS OF THE VALENTINE COMMUNITY SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

Part 1: Forms of School Discipline

Short-Term Suspension Students may be excluded by the Principal or his designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

Conduct constituting grounds for expulsion as hereinafter set forth; or,

Other violations of rules and standards of behavior adopted by the Valentine Community Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.

Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or Administrator will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or Administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or Administrator shall determine who in addition to the parent or guardian is to attend the conference.

Students must complete all schoolwork before returning to class and credit is given. If any of the work is not completed upon the student's return to school the student will not be allowed into class and may be sent home to finish all assignments.

In-School Suspension: Any student who is given an In-School suspension for disciplinary reasons will report to the office at 8:00 a.m. and will be required to spend the assigned suspension time in a study carol. If the suspension is for all day the conclusion of the day will be 3:40 PM. Teachers for each class the student is enrolled in will provide make-up work for the student and credit will be issued with a 1 letter grade reduction in any grade the student receives on work completed while serving an In-School suspension. An In-School suspension may be changed to an Out-of-School suspension at any time if provisions or obligations are not met.

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

Out-of-School Suspension:

Any student who is given an Out-of-School suspension will be issued a grade no higher than a 70% for any work missed during the time of the suspension and the work will be due when the student returns to school from the suspension. If work is not completed upon the student's return, the policy regarding the issuing of zeros will then go into effect.

During the time of the suspension, students will not be allowed on any school grounds during the school day or during after school activities either home or away.

Suspensions and expulsions may be imposed as a corrective measure for violations of the following conduct when the activity occurs on school grounds or during an educational function or event off school grounds.

All suspensions and expulsions shall be in accord with the due process guidelines as adopted by the Board of Education under guidelines established by Nebraska Law 79-254 to 294.

Expulsion

Meaning of Expulsion Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

Summer Review Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

Suspension of Enforcement of an Expulsion Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by Principal or the Principal's designee.

Students Subject to Juvenile or Court Probation Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school

under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

Other Forms of Student Discipline Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Part 2: Grounds for Student Discipline

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment, students attending Valentine Community Schools are expected to refrain from the following conduct.

Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency;
8. Engaging in bullying as defined in section 79-2,137 and/or hazing as defined by state law or school policy;
9. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
10. Excessive Absenteeism or failure to attend assigned classes or assigned activities;
11. Tardiness to school, assigned classes or assigned activities;
12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;

13. Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process. (See Student Appearance Policy, pg. 34-35, for further information).

14. Willfully violating the behavioral expectations for students of Valentine High School.

15. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or

16. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes.

17. In addition, a student who engages in the following 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 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. In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means 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.

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.

Additional Student Conduct Rules

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct 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.

19. Student Appearance Policy

Board Policy 5031 states: Any manner of dress, hair style, make up, or personal cleanliness, that constitutes a threat to safety, health, welfare, or morals of the student or others; that violates any statute; that interferes with the education process, or that school officials can reasonably predict will interfere with the education process; or that causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action. Valentine Community Schools understands and acknowledges that there are many different styles, fads, etc., in which people dress in today's society. Appearance is important to students both now and in their future. The dress code is in effect at all times school is in session and at any activities our school is taking part in anywhere - home or away. Any student that is dressed that offends any Staff member or Administrator will be addressed by Staff/Administration.

Items that can be addressed include:

--Billfold chains or other chains.

--Apparel referencing drugs (this includes alcohol) or tobacco or establishments referred to as bars, saloons, tobacco shops, etc.

--Apparel referencing anything sexual.

--Form-fitting clothing deemed inappropriate

--Clothing with improper holes; undergarments are not to be visible at any time and undergarments must be worn.

--Mesh shirts or sleeveless shirts and blouses drooping in the armpit area.

- Shirts must be of a length they can be tucked in.
- There must be clothing between the neck and shoulder area that covers any undergarment.
- Blouses, shorts, and skirts must be of proper length as determined by staff and administration.
- Hats, caps or any other type of head cover.
- Students are required to have appropriate footwear on during school hours. No slippers.
- Visible temporary or permanent tattoos that are gang related, sexually suggestive, crude, vulgar, profane language, and/or depict tobacco, alcohol, or other drugs.

The presence of any apparel, jewelry, accessory, notebook, or manner of grooming which by the nature of the articles color, arrangement, trademark, or any other attribute, which denotes membership to a gang will not be permitted. Such group's clothing may vary from school to school, and may change from year to year; therefore, it is the responsibility of the administration to determine appropriateness of clothing or accessories.

Consideration will be given students who wear special clothing or accessories required by religious beliefs, disability, or that conveys a particularized message protected by law.

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

On the first violation of Student Appearance Policy, the student may telephone his/her parents to request that proper apparel be brought to school for the student to change into. Students will not be permitted to leave school to change clothes or allowed to return to class until the change of clothes has occurred. Students will be counted tardy or absent from class during the time it takes to accomplish school appropriate dress or grooming. Should it not be possible for parents to bring a change of clothes, the student will change into PE clothes, or will remain in the office for the remainder of the day. Continual violations of the dress code will result in disciplinary actions following those outlined in the Student Code of Conduct. In the event the dress code violation is also determined to violate other student conduct rules (e.g. public indecency, insubordination, expression of profanity, and the like), the first violation may result in discipline, up to expulsion.

Should a student be uncertain as to whether his/her dress or method of grooming is consistent with the school's policy, he/she should stop by the building Administrative Office to review guidelines or contact the Principal directly for approval.

20. Harassment, Bullying Policy and Dating Violence Policies It is the policy of Valentine Community Schools that "bullying" type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, sexting, cyber bullying, harassment of students with disabilities, race harassment, etc.).

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies. The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

21. Public Displays of Affection Public displays of affection will not be tolerated on school property or at school activities. Such conduct includes: hugging, kissing or any other types of affection that would be considered inappropriate or an undue distraction to others. Students will face the following consequences if this type of behavior occurs.

- a. *1st Offense*: Student will be confronted and directed to cease.
- b. *2nd Offense*: Student will be confronted, directed to cease, and parents will be notified.
- c. *3rd Offense*: Students will be suspended from school for a minimum of 1 day, and parents and student will be required to meet with Administrator(s) and counselor.
- d. If this type of behavior continues, the student could face long-term suspension or expulsion.

22. Rules for Attendance of School Activities

Any student who has been absent during the school day should not attend any school activity that same day, unless prior approval has been given by the Principal.

No head cover (hats, hoods, etc.) allowed.

Students will sit in the assigned section, with the band, with their parents or guardian or with their coach and team if waiting to compete.

No running or loitering in the halls or concession area.

Belittling game officials or opponents and/or the throwing of any object will not be tolerated and may result in the person responsible being removed from the activity.

- 23. Specific Rule Items** The following conduct may result in disciplinary action which, in repeated violations, may result in discipline up to and including expulsion:
- Dismissal from Class**- The student's attitude and conduct in class have an important effect on the class and the student body as a whole. Should a student fail to meet the standards of conduct as required by the teacher and administration, that student may be suspended from the class by the teacher. The student may be reinstated to that class only upon consultation with the Principal, the teacher, and the student. The student will have the policy regarding the issuing of zeros go into effect. A student's conduct and attitude may warrant removal from a class. A student's removal from class may only be done by Administration.
- Class Work** - Students are expected to complete and submit class work on time. When a teacher keeps a student after school to complete class work, the student or teacher will try to notify parents. The school reserves the right to keep a student until 3:50 p.m.
- Rocks/Snowballs** - Throwing snowballs or rocks on school grounds at any time or under any circumstances is prohibited. School grounds are defined to include any territory within the school block, including the streets immediately surrounding the block.
- Fighting** - Fighting on school grounds at any time or under any circumstances is prohibited. School grounds are defined as above. Fighting that occurs while students are moving to and from school (off school grounds) will be reported to local law enforcement authorities.
- School Property** - School property and all other public property belong to the taxpayers, the parents. Any willful destruction or damage to school property will be repaired or replaced by those involved. Lockers and desks are school property and are subject to inspection at any time by school personnel who are authorized to remove any objectionable items.
- Weapons** - No weapons, including knives, air/spring guns, and laser pointers, will be allowed.
- Halls** - There are some occasions when it is necessary to pass in the halls when classes are in session. As a courtesy to fellow students and teachers in the surrounding classrooms, there should be no talking or unnecessary noise of any kind at these times. To be in the halls during class time students must have a signed hall pass contained within their student assignment handbook, from an instructor in their possession. This hall pass will be a part of and will be incorporated with the student handbook. Each student will be allowed 2 hall passes per day.
- Fire Alarm** - There may be an automatic three day suspension from school and charges brought against any student who causes a false fire alarm. This is a very serious offense in that lives of students are at stake. All efforts will be made to insure the full punishment for any person committing this offense.
- Authorities** - A student shall comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other school personnel during any period of time when the student is properly under the authority of school personnel.
- Respect** - Students are expected to show respect to other students, teachers, school officials, and other employees.
- Language** - Students will not be allowed to use inappropriate language.
- Behavior** - Students shall not engage in any behavior that seriously interferes with class work or activities of the school.
- Tobacco, etc.** - The use or possession of tobacco, alcohol, or any other controlled substance is prohibited on school grounds and/ or at any school sponsored event.
- Theft** - Taking things belonging to the school, school personnel or other students is prohibited.
- Dress Code** - Students at Valentine High School take pride in their appearance and, therefore, are expected to adhere to the Student Appearance Code.
- Arrival** - Once a student arrives at school they are not permitted to return home for forgotten items. If they have forgotten an essential item they will be allowed to call home.
- Animals** - No animal of any kind is to be brought into a classroom, unless special approval has been granted by the classroom teacher.
- Candy/Food** - Food may be consumed in the classroom if the classroom teacher permits and it has been approved by administration. No food is to be consumed in the hallways and locker area.
- Bicycles** - Students riding bicycles, inline skates, roller blades, and/or scooters to school should park them in the racks provided upon arrival or stored in the student's locker. There is to be no riding on school grounds.
- Solicitation** - Students shall not solicit school personnel on school grounds for money making projects.
- Communication/Electronic Devices** - Students will be required to check in their electronic devices (i.e., phones, ipods, kindles, ipads, etc.) with the teacher at the beginning of each period. Students will not be allowed to use their electronic device without teacher permission. Cell phone use is a privilege and teachers may use them as positive reinforcement. Students will not be allowed to be on their cell phones during study hall unless they have at least a C (77% or higher) in all classes.

Consequences for not checking in your electronic device will be as follows: first offense, the electronic device will not be allowed in the school building for 4 weeks and student will not be allowed to possess or use it during school hours and will receive a 1 hour detention and parents will be contacted. Second offense, the electronic device will not be allowed in the school building for 8 weeks or the rest of the semester whichever is longer. Student will receive a 1-day in school suspension and parents will be notified. Third offense, the electronic device will not be allowed in the school building for the remainder of the current semester and the following semester. This may carry over from spring semester of the current year to the fall semester of the following year. The student will receive a 3-day in-school suspension and parents will be contacted. Alterations to the consequences may be changed and are up to administration discretion.

Technology - Students who commit major violations of the school's technology rules will be subject to suspension and/or expulsion.

SCHOLASTIC CONDUCT-CHEATING

Cheating is a practice that is unacceptable by standards set here at Valentine High School. Cheating can occur in several ways. Anytime a student is caught cheating by a teacher or administrator at any time during a school year, they will be dealt with in the following manner: 1st Occurrence: the student will receive a grade no higher than a 70% on the assignment involved; if the assignment is not complete at the time of the incident, the student will be required to come in after school and complete the assignment at the discretion of the teacher involved; the student will also be issued a one day in school suspension; parent/guardian will be notified by mail; 2nd Occurrence: the student will receive a grade no higher than a 70% on the assignment involved; if the assignment is not complete at the time of the incident, the student will be required to come in after school and redo the assignment at the discretion of the teacher involved; the student will receive a three day in school suspension; parent/guardian will be notified by mail; 3rd Occurrence: the student will receive a grade no higher than a 70% on the assignment involved; if the assignment is not complete at the time of the incident, the student will be required to come in after school and redo the assignment at the discretion of the teacher involved; the student will receive a two day out of school suspension; parent/guardian will be notified via mail and by phone; the student will not be allowed back into school without being accompanied by a parent/guardian. If a student is caught cheating a 3rd time in any one class they are enrolled in, they will not be allowed to receive credit for that class for the semester. Any further occurrences will cause disciplinary action to be taken at the discretion of the Administration.

TECHNOLOGY DEVICE USE RULES AND REGULATIONS

Valentine High School provides chromebooks and other technology devices for student and faculty use. The use of the computers, network and access to the Internet is a privilege and should be respected and used wisely. The guidelines below provide appropriate and ethical use policies.

1. Students are responsible to have their chromebook fully charged at school each day. Students must have their chromebooks with them, in their locker, or in a locked classroom. Chromebooks must not be left unattended or in cubbies at any time. Faculty will pick up and give unattended devices to the Principal's office. First offense, 1 week suspension from chromebook, 2 weeks, 4 weeks, semester.
2. Keep your login and password private; use by anyone other than yourself creates a security risk for both your own files and the network. Students shall not allow other persons to use their name, login, password, or files for any reason. If you forget your password or cannot get into your network account, seek help from the Technology Coordinator. Always log out of the network when you leave your station of your chromebook.
3. Messages, statements, declarations or databases used on VHS devices must meet the standards of digital citizenship with regard to laws governing privacy, copyright, sexual harassment, plagiarism or forgery. If a student is unsure, *read the digital citizenship policies on the school website* or ask a teacher.
4. Students shall not deliberately use devices to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, or images.
5. Student access to networked information resources will be regulated according to Board policy (Student Internet and Information Technology Access Policy; 5036). Academic use always takes priority over personal use of chromebooks and/or other devices.

6. Hacking (intentional misuse or abuse of computer facilities) is a felony and subject to cancellation of all technology privileges and appropriate disciplinary and legal action.
7. A written parental permission and agreement form is required in order for a student to be issued a chromebook. The forms are kept on file.
8. Internet access to visual depictions that are obscene, violent or pornographic or are of a harmful nature to minors are filtered or blocked. Students who intentionally access or attempt to access these sites are subject to disciplinary measures. If a student does accidentally access this type of information, he or she should immediately notify a VHS staff member.
9. Chromebooks or other school issued devices cannot be used while students are eating lunch. Chromebooks are to be in lockers or left in a locked classroom. Open containers of liquids near devices are not allowed. I.e. If you are using a device, your water needs to be on the floor.
10. Participation in social media is prohibited unless directed by a teacher for educational purposes.
11. All students are issued a google account. This will allow students to access curriculum and class information online (schoolology, google classroom, e-mail, etc.). Also students are encouraged to use their PowerSchool account to check their grades and attendance information.
12. Students may print assignments or class work if required by a teacher.
13. Individuals will reimburse the school for repair or replacement of property lost, stolen, damaged or vandalized while under their care.
14. Responsible and appropriate behavior is expected of all users. Violation of any guidelines will result in the cancellation or restriction of privileges and appropriate disciplinary action will be taken including possible loss of device privileges, detention time, suspension and/or expulsion.
15. All chromebooks must be carried in the provided bag at all times when not in use to avoid accidental damage. Chromebook bags should not be thrown or tossed around.
16. Students are not to deface their chromebooks or carrying bags in any way, e.g., with stickers, tape, white-out, marking pens, etc. If there are any questions, check with an administrator.
17. Use of the devices (including "e-mailing", streaming video, listening to music or games) for anything other than a teacher directed or approved activity is prohibited during class time.
18. Devices may not be used to make sound recordings or digital images without the consent of all those being recorded.
19. A student may not download additional software. Installation of peer to peer file sharing programs is strictly forbidden. Using iTunes or similar programs to share music is also forbidden.
20. Games, commercial software, or graphic files can not be stored on school servers. Deliberate attempts to degrade the network or to disrupt system performance will result in disciplinary action.
21. Sound on devices must be turned off at all times, except when being used as a part of the class.
22. The chromebook is not to be left in a vehicle. Chromebooks should be left on the bus if taken to school activities and are not being used.
23. The chromebook is assigned for student use, it is not to be used as a family device.

CONSEQUENCES FOR INAPPROPRIATE/IRRESPONSIBLE LAPTOP COMPUTER USE

The following offenses may result in written detentions:

- a. Unattended chromebook or assigned device.
- b. Failure to bring your chromebook to school.
- d. Unauthorized usage during the school day.

The following offenses may result in written detention, suspension of computer privileges, suspension from school, and/or expulsion from school:

- a. Inappropriate music.
- b. Inappropriate email.
- c. Abuse of chromebook or assigned device.
- d. Unneeded or inappropriate printing.
- e. Inappropriate desktop pictures.
- f. Use of the computer to harass, threaten, or bully anyone.
- g. Any violation of the student code of conduct or computer use rules and regulations as detailed within this handbook.
- h. Violation of Acceptable Use Policy

Lunchroom -It is the school's desire to provide a safe and relaxing atmosphere during lunch where students can enjoy the company of their classmates; therefore, the following student expectations are necessary:

- Students will be orderly and quiet.
- Students will not throw food, wrappers, etc.
- Students will clean up their eating area before returning trays.
- Students will refrain from shoving, pushing, or tripping.
- Students will walk when entering or leaving the lunchroom.
- Students will refrain from any inappropriate or disruptive behavior.

Study Hall -

The study hall is a supervised study period and should be used for that purpose. It is maintained each period for pupils not having classes that period. If properly used, students with study halls will eliminate all or much of the homework assigned by most classes.

Any student who appears on the weekly ineligible report will not be allowed any passing privileges in their study hall unless they have a signed pass from a specific teacher.

To assist in maintaining more uniform study halls, the following regulations are to be in effect for all study centers:

- (1) Attendance, tardies and sign-outs will be handled the same as a normal classroom.
- (2) The atmosphere is to be quiet.
- (3) Students must have studies or reading material to work on **when they enter the room**.
- (4) Only one student will be allowed to sign out at a time for restroom or locker passes. Passes to go to the Media Center, other teachers, etc., will be minimized to no more than 3 per week per student.
- (5) This should be primary time to use the counseling service.
- (6) Personal electronic devices are allowed in Study Halls, however, teacher permission is still required to use them. Students must have a 77 (C) average or higher in all classes to use their electronic device during study hall time.

Policy and Rules for Acceptable Use of Computers and the Network

Valentine Community Schools will provide access to networked information resources for qualified individuals when such information is consistent with educational philosophy and goals of the district. The district supports research and educational use as well as collaboration with other individuals and groups. The Internet will provide a connection to this global community, promoting educational excellence.

The faculty will blend thoughtful use of network resources and the Internet throughout the curriculum, utilizing them to facilitate innovation and communication. By providing valuable electronic experiences, educators are building a community of lifelong learners.

To ensure quality use of district networks and the Internet, the following guidelines have been established:

Training Children's Online Privacy Protection Act (COPPA): students will be educated about Internet safety, appropriate online behavior that involves appropriate interactions on social networking websites, chat rooms, and cyberbullying awareness.

Board Policy 5037-Student Internet and Computer Access

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I.Student Expectations in the Use of the Internet

A.Acceptable Use

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

B.Unacceptable Use

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

II.Enforcement

A.Methods of Enforcement

- 1.The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.

2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

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

A student who has had district network or Internet access privileges revoked may be issued a special account where that individual may be provided district network and/or Internet access by request of the classroom teacher. These accounts will only be available while the classroom instructor is in attendance.

Valentine Community Schools will not be responsible for financial obligations by users of the district's network or Internet systems. The district will not accept responsibility for how students use knowledge of the Internet, nor the quality of information obtained. Any damages a user may suffer, including loss of data, will not be the responsibility of the district. All users assume full liability, legal, financial, or otherwise, for their actions. Users may encounter material which is controversial. This information may be considered inappropriate or offensive by the student, parents, or staff. However, on the Internet, it is impossible to control the content of the data. It is the user's responsibility to initiate access to appropriate materials. *Parent and student signatures required indicating agreement with policy.***

Part 3 - Reporting Student 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 shall be the policy of the Valentine Community Schools 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) 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, staff or other persons or which is required by law to be reported.

Part 4 - Due Process Procedure

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
 - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
 - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
 - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
 - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. **Hearing Officer** The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. **Administrative Representative** The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. **Notice of Hearing** If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.

4. **Continuance** Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. **Access to Records** The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Valentine Community Schools' Board of Education at any reasonable time prior to the hearing.
6. **Hearing Procedure** The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. **Availability of Witnesses** The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. **Record** The proceedings of the hearing shall be recorded at the expense of the school district.
9. **Findings** Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. **Review by Superintendent** The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. **Notice of Determination** Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. **Appeal to Board** The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. **Review by Board of Education** Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the

record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of Board review shall be by posting on the schoolhouse door.

14. Final Decision of Board of Education The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

ARTICLE 9- EXTRA-CURRICULAR ACTIVITIES

Section 1 - Extracurricular Activities

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. Valentine Community Schools provides students with the opportunity to participate in a comprehensive activities program that includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in the VCS Activity Handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a “contract” with parents, students, or staff. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Please read the VCS Activity Handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.

Parents must sign the acknowledgement and permission to participate form at the end of the activity handbook before their student will be permitted to participate in the activity programs of the district.

The provisions in the handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

Section 2- Student Fees Policy

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions:

1. “Students” means students, their parents, guardians or other legal representatives.
2. “Extracurricular activities” means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. “Post-secondary education costs” means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District

Guidelines for Clothing Required for Specified Courses and Activities. Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses, or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.

Safety Equipment and Attire

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

Personal or Consumable Items

The district will provide students with personal or consumable items for

Participation in courses and activities including, but not limited to, pencils, paper, pens, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by students and will be held responsible for the reasonable replacement cost of any school property that they lose, damage, or destroy.

Materials Required for Course Projects

The district will provide students with the materials necessary to complete

All curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished project will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

Extracurricular Activities

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. The coach or sponsor will provide a list of the fees charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for participation for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and specifications for any equipment or attire required for participation in extracurricular activities:

(Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these will be \$100.00)

Football, Volleyball, Basketball, Wrestling, Track, and Cross Country – Students must provide their own shoes and undergarments.

Post-Secondary Education Costs

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which student received high school credit or a course being taken as a part of an accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post secondary educational institution.

Transportation Costs

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

Copies of Student Files or Records

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such students. The Superintendent or Superintendent's designee shall establish a schedule of student records fees. Parents of the students have the right to inspect and review the student's files or records without a payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge \$0.25 per page for reproduction of student records.

Charges for Food Consumed by Students

The district will charge for items that students purchase from the district’s breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that student purchase from a school store, vending machine, booster club, or similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

Charges for Breakfast and Lunch are as follow:

Breakfast	Adult	\$2.10
	High School Regular priced	\$1.65 per meal
	Middle and Elementary Regular priced	\$1.60 per meal
	Extra Breakfast Entrée	\$1.10 per entrée
	Reduced	\$0.30 per meal
Lunch	Adult	\$3.60
	Adult Boat-Fruit/Vegie Bar	\$1.60
	High School Regular	\$2.95 per meal
	Middle Regular priced	\$2.95 per meal
	Elementary Regular priced	\$2.85 per meal
	Extra Entrée	\$1.60 per entrée
	Extra Branded Pizza (HS & MS only)	\$1.80 per entrée
	Reduced	\$0.45 per meal
	Extra 8 oz juice (MS only)	\$0.55
	Extra Milk	\$0.50
Special Milk	\$0.50	

Charges for Musical Extra curricular Activities

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional courses that are not extracurricular. For musical extracurricular activities, the school district will require students to provide the following:

Band – Students must provide their own instrument and marching band shoes which must be white & rubber soles.

WAIVER POLICY

Students who qualify for free and reduced priced 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 extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced price lunch program is not required to qualify for the waiver provided in this section. The district is not obligated to provide any particular type or quality of equipment or other materials to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building administrator.

POLICY DISTRIBUTION

This policy will be published on the district’s website.

VOLUNTARY CONTRIBUTIONS TO DEFRAY COSTS

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians, and other members of the community to defray costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents, and patrons.

STUDENT FEE FUND

The school board hereby established a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school and or night courses. Monies in the Student Fee Fund shall be expended only for the purpose for which they were collected from students.

ARTICLE 10 - GENERAL INFORMATION

Section 1 - Balloon and Flower Deliveries to School

It is the policy of the High School to accept balloon and flower deliveries for students any time during the school day, however, students will leave these items in the school office until 3:31 p.m. at which time they may take them home with them.

Section 2 - Change of Address, Telephone Number, and Email

Any change of mailing, physical address, email of the student/parent or of telephone number where a parent or guardian may be reached during the day should be immediately reported to the Middle School office. It is the responsibility of the parent(s)/guardian to provide the school with the name and telephone number of an emergency contact person for their child in the event that the school is unable to reach the parent(s)/guardian when a student is ill.

Section 3 - Enrolling In School

Basic requirements for new student enrollment:

1. Proof of residency in school district
2. A certified copy of the student's birth certificate*, or other reliable proof of the student's identity and age
3. Copy of immunization records, physical examination, and a vision examination (see Health/Safety).
4. Complete the enrollment form, including ethnicity and race. Please note that the district must report ethnicity and race for each student.

Student records and transcripts will be requested from the student's former school by Valentine High School based upon information provided by the parent/guardian of the student.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Valentine Community Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate. *Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy is one provided by the State in which the student was born and signed by the Director of Vital Statistics.*

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Section 4 - School Breakfast and Lunch Programs

Breakfast at the High School is served from 7:30 - 7:55 a.m.

Meals are prepaid. Sufficient money for the purchase of seconds and additional milk/juice must be deposited/available in the family account prior to purchase. Parents or guardians will be notified by the school's automated phone system when a student's account falls below -\$5.00. **Parents who wish to deny the use of their cell phone for the automated phone system must notify the office in writing by September 1st.**

Free and reduced price meals are available to families who qualify after completing the necessary application.

Students may bring a sack or cold lunch to school if they prefer. Milk can be purchased to accompany these meals. These milks may be paid for in cash or deducted from the student's family account. Pop (soft drinks) is not allowed in the school lunchroom. Do not include this in sack or cold lunches from home.

Food items may not be ordered for delivery from local businesses to students for consumption in the lunchroom during lunch hours, unless a school-wide variation has been announced by the building Principal.

ALL food items must be consumed in the cafeteria. This includes, but not limited to, sack lunches, items from the salad bar, and items purchased from the ala carte. Food prepared for curricular activities, such as Spanish and geography class are exceptions and may be consumed in the classroom with prior permission from the building principal.

Menus will be published in the local newspapers and announced on local radio stations. Monthly menus can also be found on the school website at www.valentinecommunityschools.org by clicking on the *Lunch* icon.

The school lunch provider conducts an annual survey of grades 4-12 concerning their opinions on the school lunch program. The survey is available for parent review upon request.

Section 5 - Parent Involvement In Valentine High School

Valentine High School welcomes and support parent involvement. A student's education is a joint partnership. Parents and teachers should work closely together to ensure student success. Teachers are encouraged to involve parents in some way during the school year. **Parents have many additional opportunities for effective parental involvement at Valentine High School:**

- Student Assistance Team, 504, and Special Education IEP processes involve parents/guardians
- Parent/student/teacher conferences are held in the fall and spring in conjunction with student Goal Setting
- Informal, as-needed parent-teacher communication is encouraged
- Parent Surveys are conducted
- Parents/guardians are encouraged to attend student activities: band/choir performances, intramurals, sports, and school activities (ex: veterans programs, Bader Pause, community service, TeamMates)

What Parents Can Do to Help Their Children Learn

- Start each day on a positive note; a calm beginning at home makes the school day much better.
- Encourage your child to have a good breakfast and lunch. Make certain that your child sleeps at least eight hours each night.
- Have a quiet area where your child may do homework. Ensure that he/she has the materials they need to complete class work. Set aside a special place to put schoolwork or whatever is brought home.
- Stress organizational skills by reinforcing the use of their assignment notebook and having him/her gather any books, assignments, instruments, uniforms, etc. needed for the next school day the night before.
- Work at home with skills taught at school.
- Stress the importance of attendance and being on time for school and classes. If your child is ill, home is the best place; otherwise, your child needs to take advantage of every school day.
- Encourage positive conversation about your child's school experiences and respect for your child's teachers. Listen attentively to what your child has to say.
- Keep the lines of communication open between you and your child's teachers. Inform the counselor or principal of any family situation which could influence your child's behavior. Also, if he/she seems reluctant to go to school, let the counselor or principal know so that together you can find the reason.
- Encourage reading for pleasure.
- Praise your child each day for something he/she has done.

Section 6 - Student Pictures, Records, and Work

Pictures Individual student pictures are taken by a professional photographer in the fall of each school year and are available for purchase. These photographs are also included in the student's school records.

Records School records of all enrolled pupils are confidential. No school information (grades, health data, family information, psychological information, free meal application, etc.) shall be given to any person except those directly involved in teaching the students. A written permission form from the parents is required before any records may be given to any outside persons or organizations. Nebraska School Laws will be followed concerning confidentiality of school records.

Student Work Valentine Community Schools may display the products or results of students' school related academic, athletic, musical, and/or artwork in public places including but not limited to school buildings and functions, public places in the community, school, local, state, and national publications, on web pages produced and operated by Valentine Community Schools and other forms of media.

Student photographs or other likeness and name may be displayed/published to promote student recognition or community involvement. **Parents who wish to deny this authorization must notify the office in writing by September 1st**

ARTICLE 11 - STATE AND FEDERAL PROGRAMS

Section 1 - Notice of Nondiscrimination

Valentine Community School does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age or in admission or access to, or treatment of employment or educational programs and activities. Any person having inquiries concerning Valentine Community School's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Jamie Isom, in writing at 431 North Green Street, Valentine, Nebraska or by telephone at (402) 376-1780. Any person may also contact the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302 or by telephone at (816) 268-0550, regarding compliance with the regulations implementing Title VI, Title IX, or Section 504.

Section 2 - Designation of Coordinator(s)

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs:

Jamie S. Isom, Superintendent
Valentine Community Schools
431 North Green Street
Valentine, NE 69201 Telephone: 402-376-2730

Law, Policy or Program	Issue of Concern	Coordinator
Title VI	Discrimination or harassment based on race, color or national origin; harassment	Superintendent Jamie Isom
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent Jamie Isom
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodation of persons with disabilities	Superintendent Jamie Isom
Homeless Student Laws	Children who are homeless	Superintendent Jamie Isom
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent Jamie Isom

Parents, employees, and students who do not feel that their complaints regarding Title IX, Title VI, and Section 504 have met with resolution at the local level, they may appeal their grievances to the regional Department of Education, Office for Civil Rights. This would be their final opportunity for resolution.

The address for the Office of Civil Rights in this area is

U. S. Department of Education
Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114
TELEPHONE: 816-268-0550
FAX: 816-823-1404; TDD: 800-437-0833

Section 3 - Anti-discrimination and Harassment Policy

Elimination of Discrimination The Valentine Community Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination.

Purpose Valentine Community Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, coworkers, students or other persons is prohibited. In addition, the Valentine Community Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Valentine Community Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Valentine Community Schools, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent of Valentine Community Schools will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

NOTE: In no way is the grievance procedure meant to lessen the legal authority of the school officials to deal with disruptive students. Rather, it is a means of inviting student communication on matters of concern to the school and its students, short of having to engage in disruptive behavior in order to be noticed and to have grievance re-addressed. A grievance form may be obtained at the principal's office.

Section 4 - Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling condition.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to Section 504 identification, evaluation and/or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with nondisabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services which are comparable to those provided to non disabled students.
6. Have your child receive exceptional education and related services if he/she is

found to be eligible under the Individuals with Disabilities Education Act (20 USC Chapter 33, PL 101-4761).

7. Have an evaluation, educational recommendation and placement decision developed by a team of persons who are knowledgeable of the student, the assessment data and any placement options.
8. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
9. Have your child be given an equal opportunity to participate in non academic and extracurricular activities offered by the district.
10. Examine all relevant records relating to decisions regarding your child's Section 504 identification, evaluation educational program and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
12. Obtain a response from the school district to reasonable requests for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you of your right to an impartial hearing.
14. Request mediation or file a grievance in accordance with the school district's Section 504 Grievance Procedures.
15. Request an impartial hearing regarding the Section 504 identification, evaluation or placement of your child. You and the student may take part in the hearing and have an attorney represent you.
16. File a formal complaint with the U.S. Department of Education.

Section 5 - Notification of Rights Under FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

Washington, D.C. 20202-4605

NOTICE CONCERNING DIRECTORY INFORMATION

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Section 6 - Notice Concerning Disclosure of Student Recruiting Information

The No Child Left Behind Act of 2001 requires Valentine Community Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Valentine Community Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Valentine Community Schools will comply with any such request.

Section 7 - Notice Concerning Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Valentine Community Schools will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Valentine Community Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Section 8 - Student Privacy Protection Policy

It is the policy of Valentine Community Schools to develop and implement policies, which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt Out of Specific Events."

Right of Parents to Inspect Instructional Materials Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt Out of Certain Physical Examinations or Screenings The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or post secondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the

instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt Out of Specific Events The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and, Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section 9 - Parental Involvement Policies

A. General - Parental/Community Involvement in Schools:

Valentine Community Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Valentine Community Schools' policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing weekly grades, quarterly report cards, and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.

5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the student's well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

B. Title I Parental Involvement Policy:

This Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act of 2001. Valentine Community Schools has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Valentine Community Schools to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement It is the expectation of Valentine Community Schools that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring (A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.

6. Involving parents in the activities of the schools served under Title I Policy

Involvement: Each school served under the Title I program shall:

- a. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
- b. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, childcare, or home visits.
- c. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
- d. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- e. If the District operates a school wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the school, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such

conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Section 10 - Homeless Students Policy

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Superintendent shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties here under as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the Valentine Community Schools, and the homeless child continues to live in the Valentine Community Schools' District, transportation to and from the school or origin shall be

provided by Valentine Community Schools; and (2) if the homeless child lives in a school other than the Valentine Community Schools, but continues to attend the Valentine Community Schools based on it being the school of origin, the new school and the Valentine Community Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

The process to resolve disputes concerning the enrollment or placement of a homeless child is as follows:

1. *The homeless child and the parent, guardian or other person having legal or actual charge or control of the homeless child shall be referred to the Homeless Coordinator. The Homeless Coordinator shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute. The dispute resolution process is as follows:*
 - a. *The homeless child and parent/guardian will submit a written dispute statement to the Homeless Coordinator. The District's Dispute Resolution Form shall be used if such is available.*
 - b. *When it is determined that additional information would be helpful, the Homeless Coordinator will schedule a meeting within 10 days, or such time as practicable, at which time the homeless child and parent/guardian will be given the opportunity to provide information in support of their position.*
 - c. *The Homeless Coordinator will contact school officials and others as determined appropriate to obtain information to corroborate the information provided in support of the positions of the homeless child and parent/guardian and the District.*
 - d. *The Homeless Coordinator will provide a written response and explanation of a decision regarding the dispute within 30 calendar days after receiving the dispute statement.*
 - e. *The written response and explanation of the decision will include a notice of the right to appeal using the appeal process provided for in the Nebraska Department of Education Rule 19.*
2. *In the event of an enrollment dispute, the homeless child's placement shall be at the school in which enrollment is sought pending resolution of the dispute in accordance with the dispute resolution process. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.*

Section 11 - Breakfast and Lunch Programs

The Valentine Community Schools has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child

will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:

- A publicly announced, simple method for making an oral or written request for a hearing.
- An opportunity to be assisted or represented by an attorney or other person.
- An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
- Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
- An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
- An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
- The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
- The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.

8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.

9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

In accordance with Federal law and United States Department of Agriculture policy, this institution is prohibited from discrimination in the school lunch program on the basis of race, color, national origin, sex, age, or disparity. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Section 12 - Annual Notification of Asbestos Management Plan Availability

Federal regulations require all schools to inventory asbestos containing materials and develop management plans to identify and control asbestos containing materials in their buildings.

The presence of asbestos in a building does not mean that the health of building occupants is necessarily endangered. As long as asbestos containing material remains in good condition and is not disturbed, exposure is unlikely.

The plan is available for review in the school administrative office during normal business hours.

At least once each six months periodic surveillance is being conducted on all asbestos containing material and suspect material assumed to contain asbestos.

A reinspection is being conducted every three years in all schools that have asbestos containing material.

From time to time operations and maintenance activities may be conducted to maintain all material in good condition.

For more information please contact: Robert Krepel Jr, ESU #8, Box 89, Neligh, NE 68756. Phone (402) 887-5041.

Section 13 – Sex Offenders

The safety of students attending schools is of great importance. It is important that school employees, students, and parents be aware of dangers posed by sex offenders living in the area. According to district policy, the school district shall notify staff members, parents, and students of persons who are registered within the Nebraska Sex Offender Registry living within our school district. This continually updated information can be found at the Nebraska State Patrol's web page at <https://sor.nebraska.gov/>. The district provides a link to this website on the district website as notification for employees, students, and parents. Registered sex offenders are generally not allowed on school grounds, at any school sponsored activities, or on any property under the control of the school district. The superintendent and/or his/her designee has the authority to notify sex offenders of this policy and to grant limited permission to attend certain activities on a case-by-case basis. *Please be advised that state law prohibits using the Nebraska Sex Offender Registry for any retaliatory purpose against the sex offender, the offender's family, or the offender's employer.*

Section 14 – Videotaping and Photography

The school district generally prohibits students, parents, and patrons from taking photographs or making video recordings on school grounds, in a school vehicle, or during educational activities. Students, parents, and patrons are permitted to take photographs and make videotapes of sporting events, concerts and other public performances. If an individual is uncertain about whether photographs and/or videotaping is permitted, he/she should consult with a school district administrator.

