

PARENT-STUDENT HANDBOOK

2023-2024



ELMWOOD-MURDOCK PUBLIC SCHOOL

Cass County School District 097

www.emknights.org

Junior High/High School

Elementary

300 Wyoming Street

400 West F Street

Murdock

Elmwood

402-867-2341

402-994-2125

FAX-402-867-2009

FAX-402-994-2078

***Ryan Knippelmeyer
SUPERINTENDENT***

***Kyle Rohrig
JH/HS HIGH PRINCIPAL***

***Trisha Nichelson
ELEMENTARY PRINCIPAL/SPECIAL ED DIRECTOR***

2023-2024 Elmwood-Murdock School Calendar

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Elmwood-Murdock Public Schools
Disclaimer: Professional Development dates and
No School dates may be adjusted based on scheduling
conflicts that are not known at this time.

Aug 14-16: Teacher Workdays
 Aug 17: 1st day of school - Preschool - 12th grade
 Sept 4: No School - Labor Day
 Oct 10: Early Dismissal - 12:50 - Elementary, 1:00 - JH/HS
 Oct 11: No School - Parent Teacher Conferences 10:00-6:00
 Oct 13: End of 1st quarter
 Oct 20: No School - Fall Break
 Oct 23: No School - Teacher Professional Development
 Nov 22-24: No School - Thanksgiving Break
 Dec 20: Last day for preschool
 Dec 21: End of 2nd quarter / 1st semester
 Dec 22-Jan 3: No School
 Dec 23-27: NSAA Moratorium - No Activities
 Jan 3: No School - Teacher Professional Development
 Jan 4: Start of 3rd quarter / 2nd semester - Preschool-12th grade
 Feb 8: Early Dismissal - 12:50 - Elementary, 1:00 - JH/HS
 Feb 9: No School - Parent Teacher Conferences 10:00-6:00
 Feb 12: No School - Teacher Workday
 Mar 4-8: No School - Spring Break
 Mar 29: No School - Easter
 May 9: Senior Last Day
 May 11: Graduation - 3:00
 May 17: Preschool Last Day of School
 May 22: K-11th grade - Last Day of School - Early Dismissal
 May 23: Teacher Workday

School Hours:
 JH/HS: 8:10-3:30
 Elementary: 8:15-3:20
 Preschool (3 yr olds): 8:15-11:00
 Preschool (4 yr olds): 11:45-3:20

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days in Session

Students - 176 days

Teachers - 185 days

Dear Parents and Students:

We, at the Elmwood-Murdock Public Schools, would like to welcome you to the beginning of a new school year.

This handbook has been prepared for all Elmwood-Murdock students and parents/guardians to set forth policies, practices, and expectations of your school. Please become familiar with the handbook.

Our goal is to work with you at providing the best possible education for your child/children. We hope this school year will be an exciting and rewarding one for everyone.

The student handbook is annually approved by the Board of Education. After approval it becomes a part of the official board policies. It is essential that both the student and parent/guardian read this handbook.

This handbook is intended to be used by students, parents/guardians, and staff as a guide to the rules, regulations, and general information about Elmwood-Murdock Public School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents/Guardians are encouraged to use this handbook as a resource and to assist their child/children 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 assure the well-being 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.

Respectfully,

Elmwood-Murdock Administration

BOARD OF EDUCATION

Jeff Backemeyer. President

Mark Meyer. Vice President

Shannon Coleman. Secretary

Tyson Vogt. Treasurer

Joel Clements Member

Eric Towle Member

ELMWOOD-MURDOCK STAFF EMAIL

Anstey, Caytlin	canstey@emknights.org
Backemeyer, Cindy	cbackemeyer@emknights.org
Backemeyer, Curt	cabackemeyer@emknights.org
Bacon, April	abacon@emknights.org
Baer, Courtney	cbaer@emknights.org
Barnes, Megan	mbarnes@emknights.org
Baxa, Alex	abaxa@emknights.org
Bohling, Ben	bbohling@emknights.org
Bornemeier, Heather	hbornemeier@emknights.org
Brothers, Don	dbrothers@emknights.org
Burbach, Cayle	cburbach@emknights.org
Camina, Manuel	mcamina@emknights.org
Collins, Brandon	bcollins@emknights.org
Collins, Mikaela	mcollins@emknights.org
Dlouhy, Kori	kdlouhy@emknights.org
Drueke, Vanessa	vdrueke@emknights.org
Dwyer, Paul	pdwyer@emknights.org
Fisher, Noah	nfisher@emknights.org
Frerichs, Monte	mfrerichs@emknights.org
Graff, Mindy	mgraff@emknights.org
Hall, Garrett	garrethall@emknights.org
Hanson, Mike	mhanson@emknights.org
Hogue, Keri	khogue@emknights.org
Holub, Heather	hholub@emknights.org
Hynes, Lisa	lhynes@emknights.org
Justesen, Nichole	njustesen@emknights.org
Justus, Jennifer	jjustus@emknights.org
Knippelmeyer, Ryan	rknippelmeyer@emknights.org
Kramer, Jenna	jkramer@emknights.org
Kuhlman, Robin	rkuhlman@emknights.org
Meyer, Michelle	mmeyer@emknights.org
Moline, Justin	jmoline@emknights.org
Mortimer, Celena	cmortimer@emknights.org
Nichelson, Trisha	tnickelson@emknights.org
Oehlerking, Carae	coehlerking@emknights.org
Parsons, Sarah	sparsons@emknights.org
Paulsen, JoDee	jpaulsen@emknights.org
Pryor, Aaron	apryor@emknights.org
Rikli, Laura	lrikli@emknights.org
Rohrig, Kyle	krorig@emknights.org
Rust, Kim	krust@emknights.org
Schafer, Kim	kschafer@emknights.org
Schmidt, Lisa	lschmidt@emknights.org
Sigler, Judi	jsigler@emknights.org
Stander, Tycha	tstander@emknights.org
Steffen, Katie	ksteffen@emknights.org
Steffen, Lance	lsteffen@emknights.org
Stock, Laura	lstock@emknights.org
Towle, Rhonda	rtowle@emknights.org
Trundle, Linda	ltrundle@emknights.org
Vice, Diane	dvice@emknights.org
West, Jordan	jwest@emknights.org
Williams, Jolynn	jwilliams@emknights.org

ADMINISTRATION

Superintendent/Transportation Director
 Secondary Principal
 Elementary Principal/Special Ed Director

SECONDARY FACULTY

Business
 Business
 Social Studies
 Librarian
 English/Speech
 English
 Technology Coordinator
 Science

Home Economics
 Mathematics
 Vocal Music
 Instrumental Music
 Special Education

Spanish
 Art
 P.E. Health
 Industrial Arts
 Speech Pathologist
 School Psychologist
 Special Education Transition Coordinator
 Behavioral Therapist

JUNIOR HIGH FACULTY

English
 Home Economics
 Industrial Arts
 Social Studies
 Math
 P.E.
 Science
 Spanish
 Art
 Computer
 Instrumental Music
 Special Education

Vocal Music
 Library
 Speech Pathologist
 School Psychologist
 Behavioral Therapist
ELEMENTARY FACULTY
 School Counselor
 Pre-School

Kindergarten

1st Grade

2nd Grade

3rd Grade

4th Grade

5th-6th Grade-5th Home Room
 5th-6th Grade - 5th Home Room
 5th-6th Grade - 6th Home Room
 5th-6th Grade- 6th Home Room
 P.E./Math Intervention
 Special Education/Reading Intervention
 Special Education
 Title I Coordinator
 Title I
 Vocal Music
 Instrumental Music
 Library
 Speech Pathologist
 School Psychologist
 Behavioral Therapist

Mr. Ryan Knippelmeyer
 Mr. Kyle Rohrig
 Ms. Trisha Nichelson

Mr. Ben Bohling
 Ms. Laura Rikli
 Mr. Lance Steffen
 Ms. JoDee Paulsen
 Mr. Garrett Hall
 Ms. Jolynn Williams
 Mr. Paul Dwyer
 Ms. Laura Stock
 Mr. Justin Moline
 Ms. Lisa Hynes
 Mr. Noah Fisher
 Ms. Mindy Graff
 Mr. Mike Hanson
 Ms. Nicole Justesen
 Ms. Jenna Kramer
 Ms. Katie Steffen
 Mr. Manuel Camina
 Ms. Linda Trundle
 Mr. Aaron Pryor
 Mr. Don Brothers
 Ms. Rhonda Towle

Ms. April Bacon

Ms. Jolynn Williams
 Ms. Lisa Hynes
 Mr. Don Brothers
 Ms. Lisa Schmidt
 Mr. Travis Brewer
 Mr. Aaron Pryor
 Mr. Justin Moline
 Mr. Manuel Camina
 Ms. Linda Trundle
 Ms. Laura Rikli
 Mr. Mike Hanson
 Ms. Jenna Kramer
 Ms. Katie Steffen
 Ms. April Bacon
 Ms. Mindy Graff
 Ms. JoDee Paulsen
 Ms. Rhonda Towle

Ms. Judi Sigler
 Ms. Jordan West
 Ms. Courtney Baer
 Ms. Diane Vice
 Ms. Mikaela Collins
 Ms. Vanessa Druke
 Ms. Kori Dlouhy
 Ms. Stephanie Smith
 Ms. Celena Mortimer
 Ms. Cayle Burbach
 Ms. Megan Barnes
 Ms. Jennifer Justus
 Ms. Cindy Backemeyer
 Ms. Alex Baxa
 Ms. Heather Holub
 Ms. Sarah Parsons
 Mr. Monte Frerichs
 Ms. Robin Kuhlman
 Mr. Curt Backemeyer
 Ms. Keri Hogue
 Ms. Caytlin Anstey
 Ms. Trisha Nichelson
 Ms. Carae Oehlerking
 Ms. Mindy Graff
 Ms. Mike Hanson
 Ms. JoDee Paulsen
 Ms. Rhonda Towle

NON CERTIFIED/CLASSIFIED STAFF

Administrative Assistant/Activity Accounts Bookkeeper
 Business Manager
 Murdock Secretary
 Elmwood Secretary
 School Nurse
 Lunch Room Manager
 Elmwood Cooks

Murdock Cooks

Elmwood Custodian

Murdock Custodians

Special Education HS/JH Aides

Special Education Elementary Aides

Bus Drivers

EXTRA CURRICULAR SPONSORS

ATHLETIC/ACTIVITIES DIRECTOR
 ASSISTANT ATHLETIC/ACTIVITIES DIRECTOR
 PEP BAND
 VOCAL MUSIC
 ONE ACT PLAY
 ASS'T ONE ACT PLAY
 SPEECH
 HEAD FOOTBALL
 ASS'T FOOTBALL

HEAD VOLLEYBALL
 ASS'T VOLLEYBALL

HEAD G & B CROSS COUNTRY
 HEAD H.S. GBB
 ASS'T HS GBB

HEAD H.S. BBB
 ASS'T H.S. BBB

HEAD GIRLS/BOYS TRACK
 ASS'T GIRLS/BOYS TRACK
 ASS'T GIRLS/BOYS TRACK
 HEAD BOYS GOLF
 HEAD GIRLS GOLF
 JH FOOTBALL
 ASST JH FOOTBALL
 JH VOLLEYBALL
 ASS'T JH VOLLEYBALL
 JH GBB
 ASS'T JH GBB
 JH BBB
 ASST JH BBB
 JH TRACK B & G
 ASST JH TRACK B & G

Organization Sponsors
 FBIA

FCCLA/Life Smarts
 SkillsUSA
 Yearbook
 Spanish Club
 HS Student Council
 JH Students Council
 Elem. Student Council
 Science Club
 Art Club
 JH/HS Quiz Bowl Sponsor
 Elem. Quiz Bowl

Ms. Tycha Stander
 Mr. Brandon Collins
 Ms. Michelle Meyer
 Ms. Kim Rust
 Ms. Courtney Sorensen
 Ms. Kim Schafer
 Ms. Kelly O'Toole
 Ms. Tracey Michael
 Ms. Maggie Smith
 Ms. Tiffany Bisson
 Ms. Sheli Wilson
 Ms. Michelle Erixson
 Mr. Dave Conrad
 Mr. Jeff Holland
 Mr. Rick Bell
 Mr. Dave Conrad
 Ms. Deb Mumford
 Ms. Susan Smith

Ms. Kim Griffin
 Ms. Cara Furgerson
 Ms. Michelle Miner
 Ms. Vanessa Callaway

Mr. Brent Kuhlman
 Mr. Don Zoz
 Ms. Tami Graham
 Ms. Dorene Sillman

Mr. Lance Steffen
 Mr. Monte Frerichs
 Mr. Mike Hanson
 Ms. Mindy Graff
 Ms. Keri Hogue
 Mr. Marcus Manley
 Ms. Keri Hogue
 Mr. Lance Steffen
 Mr. Ben Bohling
 Mr. Jordan Steffen
 Mr. Noah Fisher
 Ms. Nicole Justesen
 Ms. Megan Barnes
 Ms. Emma Leone
 Ms. Cayle Burbach
 Mr. Paul Dwyer
 Mr. Travis Brewer
 Ms. Emma Leone
 Mr. Aaron Pryor
 Mr. Noah Fisher
 Mr. Nate McHugh
 Mr. Monte Frerichs
 Mr. Noah Fisher
 Ms. Nicole Justesen
 Mr. Curt Backemeyer
 Mr. Curt Backemeyer
 Mr. Don Brothers
 Mr. Paul Dwyer
 Ms. Jenna Kramer

Mr. Don Brothers
 Ms. Megan Barnes
 Mr. Monte Frerichs
 Mr. Brady Dreamer
 Ms. Courtney Sorensen
 Ms. Jenna Kramer

Mr. Ben Bohling
 Ms. Laura Rikli
 Ms. Lisa Hynes
 Mr. Don Brothers
 Ms. Laura Rikli
 Mr. Manuel Camina
 Ms. Nicole Justesen
 Ms. Heather Bornemeier
 Ms. Cindy Backemeyer
 Ms. Laura Stock
 Ms. Linda Trundle
 Ms. Lisa Hynes
 Ms. JoDee Paulsen

TABLE OF CONTENTS

Section	Item	Page	Section	Item	Page
Article 1 - Mission, Goals & General Communications			Article 5 - Scholastic Achievement		
Sec. 1	School Mission Statement	6	Sec. 1	Secondary Grading System	24
Sec. 2	Goals & Objectives	6	Sec. 2	Classification of Students at Grade Level	24
Sec. 3	Mutual Respect	7	Sec. 3	Graduation Requirements	25
Sec. 4	Complaint Procedures	7	Sec. 4	Promotion, Retention	27
Sec. 5	When You Have Questions	7	Sec. 5	Schedule Changes	27
Sec. 6	Volunteers	8	Sec. 6	Report Cards/Progress Reports/Weekly Downs	27
Sec. 7	Student Participation	8	Sec. 7	Parent-Teacher Conferences	27
Sec. 8	School Pictures	9	Sec. 8	Honor Roll	27
			Sec. 9	Elmwood-Murdock Academic Honorarium	27
			Sec. 10	Courses Taken Outside of E-M School	27
	Article 2 - School Day		Sec. 11	Withdrawal From School	28
Sec. 1	Schedules	9	Sec. 12	Advance College Placement	28
Sec. 2	School Closing	9	Sec. 13	Early Completion Procedure	28
Sec. 3	Open-Closed Campus for Lunch	9	Sec. 14	Program Changes-Drop/Add Procedure	28
Sec. 4	Supervision Responsibility Before/After School	10			
			Article 6 - Support Services		
	Article 3 - Use of Building and Grounds		Sec. 1-2	MTSS/Special Education Identification and Placement	29
Sec. 1	Building Entry and Movement	10	Sec. 3	Guidance Services	31
Sec. 2	Visitors	11	Sec. 4	Health Services	31
Sec. 3	Smoke-Free Environment	11	Sec. 5	Child Abuse	34
Sec. 4	Care of School Property	11	Sec. 6	Transportation	34
Sec. 5	Charges for Returned Checks	12			
Sec. 6	Care of Building and Furniture	12		Article 7 - Drugs, Alcohol and Tobacco	
Sec. 7	Halls and Lockers	12	Sec. 1	Drugs, Alcohol, and Tobacco	35
Sec. 8	Searches of Lockers and Other Types of Searches	12			
Sec. 9	Video Surveillance	12		Article 8 - Students Rights, Conduct, Rules & Regulations	
Sec. 10	Telephone	13	Sec. 1	Student Conduct & Discipline Policies	38
Sec. 11	Bicycles	13	Sec. 2	Harassment and Bullying Policy	53
Sec. 12	Student Valuables	13	Sec. 3	Due Process Procedure	54
Sec. 13	Lost and Found	13	Sec. 4	Hearing Procedure	54
Sec. 14	Accidents and Illnesses	13			
Sec. 15	Safety Glasses	13		Article 9 - Extra-Curricular Activities -	
Sec. 16	Insurance	13		Rights, Conduct, Rules and Regulations	
Sec. 17	Bulletins and Announcements	13	Sec. 1	Extra-Curricular Programs	56
Sec. 18	Copyright and Fair Use Policy	14	Sec. 2	Activity Philosophy	56
Sec. 19	Gym Shoes	14	Sec. 3	Activity Code of Conduct	57
Sec. 20	Non-sponsored Games or Activities	14	Sec. 4	Consent/Pre-Practice Requirements	61
Sec. 21	Library	14	Sec. 5	Eligibility-Local Policy	61
Sec. 22	Library Rules	14	Sec. 6	Selection of Students for Participation In Activities	61
Sec. 23	Copy Machine	14	Sec. 7	Relationships Between Parents and Coaches/Sponsors	62
Sec. 24	Use of School Building	15	Sec. 8	Good Sportsmanship-Behavior Expectations of Spectators	63
Sec. 25	Backpacks	15	Sec. 9	Student Fees Policy	64
Sec. 26	Safety Drills	15	Sec. 10	Dress Code	72
Sec. 27	Computer Acceptable Use Policy	15	Sec. 11	Transportation - Contests and Events	73
			Sec. 12	Regulations Governing School Activities	73
	Article 4 - Attendance		Sec. 13	Homecoming, Prom, Honors Night, Athletic Banquet, Graduation Dress Code	74
Sec. 1	Eight Day Absence Limit	19	Sec. 14	Prom, Homecoming & Other school dances - App. Dates	74
Sec. 2	Attendance Policy & Excessive Absences	19	Sec. 15	Concussion Regulations	74
Sec. 3	Tardiness	23			
Sec. 4	Attendance is Required to Participate in Activities	23			
Sec. 5	Instructional Decisions and Make-up Work	23			

Section	Item	Page	Section	Item	Page
	Article 10 - Notice of Nondiscrimination			Article 13 - High School Handbook	
Sec. 1	Children's Bill of Rights	76	Sec. 1	Cheating	97
Sec. 2	Elimination of Discrimination	76	Sec. 2	Tardy Policy	97
Sec. 3	Designation of Coordinator(s)	77	Sec. 3	Honor Roll Procedure	97
Sec. 4	Anti-Discrimination & Harassment Policy	78	Sec. 4	Students After School (Detentions/Extended Opportunity Center)	97
Sec. 5	Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973	79	Sec. 5	Late Assignments	97
Sec. 6	Notification of Rights Under FERPA	79	Sec. 6	Student Driving/Parking	97
Sec. 7	Notice Concerning Disclosure of Student Recruiting Information	80	Sec. 7	Student Council	98
Sec. 8	Notice Concerning Staff Qualifications	80	Sec. 8	Responsibilities of Student Council	98
Sec. 9	Student Privacy Protection Policy	81	Sec. 9	Homecoming	98
Sec. 10	Parental Involvement Policies	83	Sec. 10	Guidance	98
Sec. 11	Homeless Students Policy	85	Sec. 11	Seniors	98
Sec. 12	Lunch/Breakfast Program	88	Sec. 12	Scholarships	99
Sec. 13	Multicultural Policy	90	Sec. 13	Please Plan to Begin Your Scholarship Search in Your Junior Year	99
Sec. 14	Dating Violence	91	Sec. 14	College Entrance Requirements	99
	Article 11 - Elementary Handbook		Sec. 15	Cumulative Records	100
Sec. 1	Elmwood-Murdock Elementary Philosophy	92	Sec. 16	Elmwood-Murdock Academic Honorarium	100
Sec. 2	School Hours	92	Sec. 17	Honor Roll	100
Sec. 3	Shuttle Buses	92	Sec. 18	Student Awards	100
Sec. 4	Cheating	92	Sec. 19	Advance College Placement	100
Sec. 5	Admission of Pupils	92	Sec. 20	Band Uniforms/Awards	100
Sec. 6	Elementary Meal Programs	92	Sec. 21	Lettering Criteria for Vocal & Instrumental Music	100
Sec. 7	Food Allergies	93	Sec. 22	Commencement	100
Sec. 8	Tardiness	93	Sec. 23	Students in the Building	101
Sec. 9	Grading	93	Sec. 24	Catch'em Being Good	101
Sec. 10	Student Progress and Parent Information	93	Sec. 25	Senior Pictures	101
Sec. 11	Students after School	93			
Sec. 12	Class Parties	93			
Sec. 13	Promotion & Retention	93			
Sec. 14	Homework	94			
Sec. 15	S.O.S. (Support Our Students)	94			
Sec. 16	Student Council	94			
Sec. 17	Interest, Encouragement, & Application	94			
Sec. 18	Forms to be Returned to School	94			
	Article 12 - Junior High Handbook				
Sec. 1	Junior High Mission Statement	95			
Sec. 2	Cheating	95			
Sec. 3	Catch'E-M Being Good	95			
Sec. 4	Honor Roll	95			
Sec. 5	Promotion & Retention	95			
Sec. 6	Student Council	95			
Sec. 7	Exploratory Classes	95			
Sec. 8	Student Driving/Parking	95			
Sec. 9	Students in the Building	96			
Sec. 10	Tardies	96			
Sec. 11	Students After School (Detentions)/Opportunity Center	96			
Sec. 12	Late Assignments	96			
Sec. 13	Reminder to Fill Out Appropriate Forms	96			

ELMWOOD-MURDOCK PUBLIC SCHOOL HANDBOOK

FOR GRADES PK-12

ARTICLE 1 – MISSION, GOALS AND GENERAL COMMUNICATIONS

Section 1 - SCHOOL MISSION STATEMENT

THE MISSION OF THE ELMWOOD-MURDOCK PUBLIC SCHOOLS IS TO “EMPOWER ALL STUDENTS TO ACHIEVE SUCCESS.”

Section 2 - GOALS & OBJECTIVES

This mission is supported by the belief that learning is a lifelong active process in which all students can succeed. The ability to succeed in our changing world is dependent upon the students' ability to communicate and apply critical thinking concepts, problem solving techniques, and reasoning skills. Each student is unique and has individual learning needs and styles.

Teaching is the facilitative process that provides successful experiences for each student and therefore empowers the student to apply knowledge and skills in his/her daily life. Teaching involves cooperation and mutual respect between the teacher and the learner. Effective teaching occurs when a positive, enthusiastic role model provides an environment conducive to optimum learning.

The role of the school is to enable students to learn at their full potential in order to function responsibly in a changing society. The fulfillment of this role is accomplished through the active cooperation of the community, school, and families.

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide

- leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
 8. A school system that demonstrates accountability to the school community. School staff periodically assesses and report student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
 9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
 10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, results in equitable opportunities for learning for all students, and insures accountability to the local community.
 11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
 12. A welcoming environment for parents and the community.

Section 3 - MUTUAL RESPECT

The Elmwood-Murdock Public School expects every staff member and student 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.

Students are expected to exhibit responsibility by showing respect for persons and property. Students also have the responsibility neither to take nor damage the property of other students, school personnel or the district.

Section 4 - COMPLAINT PROCEDURES

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

1. Complaint procedure
 - Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
 - Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.
 - Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.
 - Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.
2. Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

Section 5 - WHEN YOU HAVE QUESTIONS

All of us at the Elmwood-Murdock Public Schools are interested in having good public relations with residents of our school district. Even when we disagree about something, we want to disagree agreeably. We also want everyone to have the correct information. We are willing to visit with individuals whenever they contact us with questions. There are exceptions when we would have to decline to comment on a particular situation because of legal matters.

When you have questions, concerns, complaints or comments, please contact the individuals at the school who are responsible for those areas. By doing this as concerns occur, the questions can be answered without escalating into bigger problems, which then become more difficult to solve.

You will be received in a courteous manner whenever you make an inquiry. The reception will be pleasant

and the discussion will be conducted in a professional manner, even if school personnel do not agree. No one will ever take it out on students because a question or concern was raised.

Questions Concerning:

1. Student's classroom work
2. Discipline
3. Bus routes/times
4. Class schedules
5. Athletics
6. Health concerns
7. School regulations
8. School district policies
9. Student absences
10. Lunch accounts/bills
11. Other bills
12. Special Education
13. Curriculum concerns

Individuals to Contact:

Teacher, then principal(s)
Teacher, then principal(s)
Superintendent
Principals(s)
Coach, then athletic director
Nurse, then principal(s)
Principal(s)
Superintendent
Principal(s)
Lunch Account Secretary
Superintendent's Office
Case manager, Elementary Principal
Teacher, Principal, 7-12 Guidance Counselor

Section 6 - VOLUNTEERS

Volunteers are encouraged by the Elmwood-Murdock Public Schools. Individuals interested in serving in a volunteer role should contact the building administrator at the site where they wish to volunteer. The use and/or appointing of volunteers are at the discretion of the building administrator. The scope of all work done by volunteers is under the direction of the building administrator to whom the volunteers are assigned.

Section 7 - STUDENT PARTICIPATION IN ACTIVITIES

1. All activities must be sponsored, including class meetings. Telephone usage for the organization should be done or directly supervised by the sponsor.
2. Activities should be scheduled during the first month of the making of the calendar of events for the school year. Schedule and seek approval from the sponsor and the principal.
3. Members of the senior class who are elected to Student Council will be considered the class officers.
4. Student Council representatives, grades 4-12, will be elected at the beginning of the school year.
5. Seniors may order graduation announcements through the school if they desire. Pictures must be completed by December of the students' senior year. Pictures for the wall display must include no props, head and shoulders only, and single colored background. Final decision will be up to the administration.
6. The Junior class will do a fundraiser for Prom.
7. The Junior-Senior Prom shall be held at a site approved by the principal and/or superintendent.
8. Sophomores may order class rings during the first semester.
9. Club/Organizational meetings are typically held once per month.
10. Students representing the school or groups of students within the school will be required to adhere to all administrative procedures established for such representative groups.
11. Elmwood-Murdock Senior High School, grades 9-12, may sponsor dances for the Junior-Senior Prom and Homecoming each year. The dances must be properly chaperoned by professional staff and carefully planned. Age limits shall be set. The dances are to end no later than 12:00 midnight.
12. A class or organization may have fundraising projects each year, in addition to serving concessions at games. The athletic/activities director will set a limit to the number of projects. All fundraising projects must have prior approval of the athletic/activities director.
13. Symbols such as school uniforms, colors, songs, mottos, flags, and rings frequently play important roles in school life. Their selection and identification with the activities of the school are endorsed as long as they conform to the following criteria:
 - a) Their existence and use support the goals of the school system.
 - b) They cast no aspersion upon any members of the school and community with respect to color, race, sex, national origin, or creed.
 - c) No individual of the school system is required to support, adhere to, employ, or possess any such symbol. The Board of Education recognizes that many times during the course of a school year, students are asked to buy products such as student photographs, yearbook, as well as items being sold for student organization fundraising. Such sales may be conducted in the schools when they have

value for the student and for the student organizations. Such sales may not interfere with the accepted operation of the school. The superintendent will establish procedures to be followed for the sale of goods.

- d) When students' purchase of a symbol or materials for making the symbol is the only acceptable way to acquire the symbol, designs and standard specifications will be made available both to students and potential vendors. Student purchases will be made, at their discretion, from any available symbol vendor.
- e) School symbols are not to be used in such a manner that they are belittled.
- f) Refer to the Activities Handbook for criteria on student participation.
- g) The disciplinary authority of Elmwood-Murdock School extends to all school activities - home and away.

Section 8 - SCHOOL PICTURES

Early in the school year, individual pictures are taken of each student. The pictures are required by the school for permanent records. A packet of pictures is also offered for sale to parents/guardians for purchase.

ARTICLE 2 – SCHOOL DAY

Section 1 - SCHEDULES

See Student Handbook for specific schedules of elementary, middle school, and high school.

Section 2 - SCHOOL CLOSING

The superintendent will have the authority to dismiss school in the event of severe weather conditions and emergencies. Notification will be made over School Messenger, LiveFeed, Twitter, KOLN-TV Channel 10, KETV Channel 7, WOW TV Channel 6. At the discretion of the superintendent, school may be dismissed for special school sponsored events or activities. No co-curricular activities or practices shall be held after weather related dismissal times during regular school hours. As a general rule practices, contests and performances will be cancelled on the days of weather dismissals as per administrative decisions. On rare occasions for the safety of our students and bus drivers, we may need to consider a late start because of dense fog.

Section 3 – OPEN/CLOSED CAMPUS FOR LUNCH

All students will be restricted from leaving the school grounds during lunch and during school hours unless the students live in town and go to their own home for lunch at noon. Bus students are to remain on school grounds after getting off the bus in the morning and before boarding the bus after school. Students going home for lunch will need to submit a parent approval form prior to being allowed to leave the school grounds. If, for any reason, the student wishes to leave the school grounds, he/she must have permission from parents/guardians stating the reason to leave the school grounds, along with permission from the office. Unless the student is given permission by the principal to drive, he/she is to walk on those errands or when going home for lunch. A student may lose privileges to leave school grounds according to administrative discretion.

In accordance with the "Competitive Food Rule" established by the US Department of Agriculture, it is not permissible to allow anyone to order food for students to be delivered to school during the lunch period which includes ½ hour before until ½ hour after serving time.

Section 4 – SUPERVISION RESPONSIBILITY BEFORE/AFTER SCHOOL

Signing A Child In And Out Of School

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

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

Supervision at Dismissal

Parents or guardians of children in grades Pre-K to 6, where the child does not use district-provided transportation after dismissal, may request the school or program not release the child to walk home after dismissal unless the child is released to the parent or legal guardian or an escort designated by the parent or guardian. The parent or guardian may designate up to 2 escorts. Parents or guardians requesting their children only be released to the parent or guardian or a designated escort after dismissal must submit a completed written request with the Principal to this effect.

Students who leave before the end of the day are to be signed out by a parent or guardian or an escort designated by the parent or guardian.

Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

ARTICLE 3 – USE OF BUILDING AND GROUNDS

Section 1 - BUILDING ENTRY AND MOVEMENT

The school does not provide 24/7 supervision of school grounds and is not responsible for injuries or damages that may occur during unsupervised times. To avoid this problem in the future, the following expectations are established. Students who fail to follow these expectations are trespassing on school grounds and law enforcement may be contacted.

Arrival at School. Students are expected to arrive at school no more than 30 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of the students.** Students will be admitted to the school building 30 minutes prior to the first class. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

Dismissal from School. Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

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

School Activities. Students are expected to leave school grounds within **30 minutes** following completion of school activities. Students are not to return to school grounds thereafter, unless they are participating in or being a spectator at a later school activity. **The school is not responsible for supervision of students once the students are to have left.**

Students involved in special activities before 7:45 a.m. or after 4:00 p.m. must be accompanied by a sponsoring teacher or designated individual and be in a definite designated area. If a student needs to enter the building prior to 8:00 a.m. and will not be under the direct supervision of a teacher/sponsor, the student must stay in front entrance area or be in lunchroom if eating breakfast. Failure to do so will be referred to the principal.

During school time, students may be permitted to leave classroom or study hall for specific purposes. A pass signed by a teacher is required. Each teacher will maintain a sign out sheet in his/her room.

Section 2 - VISITORS

All visitors must report to the office, upon entering the building. Each visitor must sign in and receive a visitor's pass. Parents are welcome at all times. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern. Please sign in/out at the office upon entering/exiting the schools. Visitations during the first week and the last week of school will require permission from administrators. Due to the possibility of distraction, non-enrolled students are not permitted to visit school.

Section 3 - SMOKE-FREE ENVIRONMENT

The Elmwood-Murdock Public Schools declares all of the school buildings and grounds to be smoke-free. We would appreciate your help in meeting the goal of a smoke/tobacco free environment for our students. When you attend school events, including athletic events, please remember that our grounds are smoke/tobacco free.

Section 4 - CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, equipment, supplies and furniture that is the property of the school.

Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage or replace the item.

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

Books are a costly item, which range from \$5.00 to \$80.00 and more. Students are issued books to be used during the school year and returned at the end of the year, with only a reasonable amount of wear. Unreasonable treatment of books will result in fines. Guidelines for book fines are as follows:

1. Lost or completely mutilated books-value of book, plus shipping cost.
 2. Broken binding or cover of new book -\$6.00
 3. Broken binding or cover of used book -\$5.00
 4. Torn or missing pages of new book -\$6.00
 5. Torn or missing pages of used book -\$4.00
 6. Torn or missing pages of new or used book, repairable -\$3.00
 7. Writing in ink, new or used book -\$3.50
 8. Writing in pages of books not satisfactorily erased -\$3.50
- Fines may vary from the schedule according to the cost of the book. Report cards and transcripts may be withheld for failure to pay fines!

Section 5 - CHARGES FOR RETURNED CHECKS

In order to cover the additional expenses associated with the handling of returned checks, the Elmwood-Murdock Public Schools charges a \$20.00 service fee on all checks returned due to insufficient funds. The service fee will be collected at the time payment is being made on the original delinquent account. Please contact the Superintendent of Schools if you have questions regarding the collection of this service fee.

Section 6 - CARE OF BUILDING AND FURNITURE

Each person will be responsible for keeping the building and equipment in excellent shape. This involves doing our share to stop someone else from causing destruction. If the situation arises, vandalism will be handled severely and the offender should expect to pay for the damage, at the very least. Avoid writing on desks or walls, scattering paper or sticking gum on school property. Students and staff are encouraged to keep the building neat and clean by picking up trash on school property.

Section 7 - HALLS AND LOCKERS

Use the hallways quietly and do not loiter. No open food or drinks allowed in lockers with the exception of a water bottle. Passes are required for all hallway use except moving between classes. Lockers and padlocks, upon request, will be assigned to each student. Only school issued padlocks may be used on lockers. You are expected to keep your locker closed when you are away from your locker. If the need arises, the superintendent or principal may use a master key to get books, check locker contents, or open a locker that cannot be opened otherwise. Use the lockers quietly and avoid blocking the halls so others will be able to get to their lockers. Lockers are to be kept clean and not abused. A fee will be charged for damaged lockers and lost padlocks. Do not open another person's locker unless you have permission. Signs placed on the locker area are to be removed after event is over. All lockers are to be cleaned and all items removed for checkout time in the spring. A student may be required to clean his/her locker at any time.

The school does not accept responsibility for lost or stolen items. As a result, students should not place money or valuables in their lockers. This includes lockers located in the athletic locker room.

Each student will be assigned one locker. Students must use their own locker and are not to share or switch lockers with other students, except as assigned by school officials.

Section 8 - SEARCHES OF LOCKERS AND OTHER TYPES OF SEARCHES

The school owns student lockers, desks, computer equipment, and other such property. 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. School property or personal property on school premises 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 practical.
3. Items that have been used or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

Section 9 - VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. The superintendent may use video cameras in locations as deemed appropriate.

Notice is hereby given that video surveillance may occur on district property. In the event a video surveillance recording captures a student or other building personnel violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building personnel and may also be provided to law enforcement agencies.

Section 10 - TELEPHONE

Students will be called to the telephone during the class periods in emergency cases only. In most instances, the party calling will be asked to leave their name and number and the student will be given this information to return the call at the end of the period. The office telephone is meant for school business. Request for its use should be made only when necessary. Suggested time for non-emergency phone use is during the student's lunch period or from 3:15 -3:30.

Section 11 - BICYCLES

See building principal for a location to park bicycles. The school is not responsible for damage or theft of bicycles or parts of bicycles when on school property.

Section 12 - STUDENT VALUABLES

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

Section 13 - LOST AND FOUND

Students who find lost articles are asked to take the items to the office, where the owner can claim the articles. If articles are lost at school, report that loss to office personnel.

Section 14 - ACCIDENTS OR ILLNESSES

If a student becomes ill during school hours he/she should:

1. Tell the teacher and obtain a pass to the office or nurse's office.
2. If the physical condition indicates that the student should leave school, the school nurse or office personnel will contact parent/guardian or another person specified by the parents/guardians. Students will not be released from school without parental approval.
3. In case of serious accidents or injuries requiring immediate medical attention, first aid measures will be administered and the rescue squad will be called.
4. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic events sponsored by the school must be reported immediately to the office.

Section 15 - SAFETY GLASSES

Safety glasses will be issued, as required by law, in classroom situations where eye protection is necessary. The school will supply the safety glasses as needed.

Section 16 - 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. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

Section 17 – BULLETINS, POSTERS, LOCKER SIGNS AND ANNOUNCEMENTS

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the administration. Posters are not to be attached to any painted wall surfaces. Place posters on glass, brick, or wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event. Defacing posters, adding writing or printing to bulletin boards or other material approved by the school for placement on bulletin board is prohibited and offenders will be punished. Locker signs must have administrative approval before they are used or hung on lockers, as well. It is recommended that all locker signs be pre-approved and put on lockers with magnets only. Signs are to be removed after the completion of the event.

Section 18 - COPYRIGHT AND FAIR USE POLICY

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they 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:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
4. 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.

Section 19 - GYM SHOES

All students using the gym should wear shoes that are specifically designed for use on a gym floor. These shoes should only be worn while the student is using the gym.

Section 20 - NON-SPONSORED GAMES OR ACTIVITIES

The playing of non-sponsored, non-educational type games/activities during or after school hours is prohibited.

Section 21 - LIBRARY

The Elmwood-Murdock Public School libraries supply both recreational and reference materials. Books designed exclusively for reference use are used only in the library or checked out to use in your study hall. These include encyclopedias, dictionaries, specially marked reference material needed for specific class assignments, and other books indicated for reference use only. Books from our school libraries may be checked out for two weeks and renewed for one week.

Section 22 - LIBRARY RULES

Books may be checked out for two weeks. When the book is returned, place it in the book drop in the front of the circulation desk. If you have not finished your book in two weeks, you may renew for one more week.

Encyclopedias will not be taken home. Students may use them in a study hall or in the library. If encyclopedias are used in a study hall, they must be returned to the library before the student goes home each day. If encyclopedias are used outside of the library, a student must sign them out at the circulation desk with the supervising teacher. The library has access to WorldBook Online and the media specialist can provide assistance if needed with that program.

The library is to be used only by those who are there to study. This is your library; treat the books and materials as if they were your own. Library usage will be for reading and/or studying. Students using the library as a gathering place or for talking will be dismissed from the room. NO more than two students, at a time, may be in the library from a study hall or classroom, unless accompanied by their classroom or study hall teacher. There is a 15-minute time limit for each student.

Section 23 - COPY MACHINE

Copies are to be made only by staff members, approved student aides, or students with administrative approval. A fee of \$.25 per copy sheet is required for copies not requested by a staff member. Identification codes are required in using the copy machines.

Section 24 - USE OF SCHOOL BUILDING

1. The Board of Education and Superintendent reserve the right to not approve any rental that may be hazardous to the building or those involved, causes excessive liability hazard, or is in conflict with any other Board policies or procedures.
2. Responsible adults will supervise all use of the Elmwood-Murdock School facilities. Supervision may be provided by an Elmwood-Murdock certificated staff member or by other responsible adults who have executed a "Contract for Use of District Facilities" as prescribed by Board Policy. At no time will students or other minors be permitted in the facilities without proper supervision.
3. Requests for use of the facilities must be made to the Superintendent.

Section 25 – BACKPACKS (JH/SR HIGH ONLY)

Students are permitted to carry backpacks from class to class when needed. All sports bags/equipment must be stored in locker rooms. Backpacks must be reasonable in size and carry only school related materials. Backpacks must all be school appropriate.

Section 26 – SAFETY DRILLS

FIRE DRILL

1. Leave the classroom quickly and in an orderly fashion.
2. Go out the nearest fire exit without crossing other lines of students.
3. Get far enough away from the building to allow a safe distance for firemen and to avoid a possible explosion.
4. Return to your classes when you are directed to do so.

An intentional false alarm will be considered as a severe disciplinary violation. Strong disciplinary action will be taken which may include notification of law enforcement agency.

FIRE EXTINGUISHERS

The theft of a fire extinguisher is to be considered life threatening and will be prosecuted. At no time should a student handle a fire extinguisher without verification from the teacher.

TORNADO DRILL

(Elementary- ANNOUNCEMENT OVER INTERCOM)

1. Leave the classroom quickly and in an orderly fashion.
2. Go to the assigned protected area.
3. Return to your classes when you are directed to do so.

(JH/HS-ANNOUNCEMENT OVER INTERCOM FOLLOWED BY BELL TONE)

1. Leave the classroom quickly and in an orderly fashion.
2. Go to the assigned protected area.
3. Return to your classes when you are directed to do so.

LOCK-IN, LOCK DOWN AND INTRUDER IN THE BUILDING DRILLS

Lock-In, Lock Down AND Intruder in the Building drills will be conducted at least annually at both school sites. The school district uses the Standard-Response-Protocol from <http://iloveguys.org>.

OTHER SAFETY DRILLS

Other safety drills may be conducted throughout the year.

Section 27 – COMPUTER ACCEPTABLE USE POLICY

Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

It is the policy of Elmwood-Murdock Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms

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

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
 - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - 6. Users 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 a bug, virus, worm, Trojan horse, or similar name. Users shall not engage in any form of vandalism of the technology resources.
 - 7. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
 - 1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 - 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 - 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 - 4. to engage in or promote violations of student conduct rules.
 - 5. to engage in illegal activity, such as gambling.
 - 6. in a manner contrary to copyright laws.
 - 7. in a manner contrary to software licenses.
- 5. **Disclaimer.** The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
- 6. **Filter.** A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

ARTICLE 4 – ATTENDANCE

Section 1 – Eight Day Absence Limit

The Elmwood-Murdock Board of Education has established a limit of eight (8) absences per each period of class in a semester. All student absences, up to eight (8) will be approved with parent permission only. When student reaches eight (8) absences in a class period in semester, the administration will contact the parent/guardian and student to discuss the circumstances that resulted in the eight (8) absences. At this time, the student will be placed on "attendance probation". This will require the student to show "just cause" for all absences and will require a doctor's verification or other appropriate measures deemed necessary by the administration. HS students missing more than eight (8) absences from school per any class will be reduced at a rate of 1 credit per each period absent above the eight (8) absences limit. JH students missing more than eight (8) days will be required to serve two Saturday Schools for every day they are over the allotted eight days.

The parent/guardian will be notified after a student reaches five (5) absences in a quarter. They will also be notified after student reaches eight (8) absences in a semester. If a child is absent more than twenty (20) days per year or the hourly equivalent, the parent/guardian will be notified. The County Attorney will be notified after a parent meeting has taken place, only if there was another attendance violation. Please see Excessive Absenteeism.

Section 2 - Attendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff is expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

A. **Attendance and Absences.**

1. **Circumstances of Absences – Definitions.** The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval. The student must bring upon their return to school from an appointment a verification note or email on letter head. (If this procedure is followed the day(s) in question will not count toward the 8 day absence limit).

- a. **School Excused.** Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:

- (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.

Other absences as determined by the principal or the principal's designee. b. **Not School Excused.** Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

- (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
 - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

2. **Absence Procedure.** In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

3. **Mandatory Ages of Attendance.** A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Elmwood-Murdock Public Schools or resides in the Elmwood-Murdock Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview,

and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:
 - a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
 - b. One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
 - (i) Illness related to physical or behavioral health of the child.
 - (ii) Educational counseling;
 - (iii) Educational evaluation;
 - (iv) Referral to community agencies for economic services;
 - (v) Family or individual counseling; and
 - (vi) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Section 3 - Tardies

Tardy to School: Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the final bell rings, or as the teacher dictates at the beginning of the semester. Students who are tardy to school due to oversleeping or other unexcused reasons will be expected to make up the time missed after school.

Tardy to Class: Students will be considered tardy to class if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines, once students are in the classroom doorway, are at the discretion of the classroom teacher. Students have a sufficient amount of time between all class changes to arrive at their next assigned class on time.

For the first tardy of a semester, (JH and HS students) the student will be given a warning. On the second tardy of the semester, the student will be given a 30-minute detention. For each additional tardy during the semester, an additional 30 minutes will be added. If being tardy for school becomes persistent then it is up to the principal to decide whether a stricter penalty shall be enforced. Some tardies may be accepted with parental contact. The first 10 minutes late will be considered a tardy; 11 minutes will be considered an absence.

Section 4 – Attendance is required to participate in activities

A student may not participate in a practice or contest if he/she has not been in school, due to illness or over sleeping, unless a health care provider's note is provided clearing them for practice or games on that date. Principal discretion may be used.

Section 5 – Instructional decisions and make-up work

A. Make-up work for students who are absent from school shall be governed by guidelines developed by the superintendent or superintendent's designee. The guidelines shall state the criteria to be used in determining whether and to what extent the opportunity to complete class work, including examinations, missed during a period of disciplinary suspension will be granted.

B. Make-up Work Guidelines. The make-up work of students will be counted for course credit when satisfactorily completed according to the guidelines stated below, or such other guidelines as approved by the superintendent or the superintendent's designee.

1. To receive credit for work missed due to excused absences (e.g., parent requested prearranged absence, personal illness, bereavement or emergency in the family, or participation in an approved school activity), the student, upon returning to school, is responsible for; a) requesting assignments for make-up work, and b) completing the make-up work on his/her own initiative by the due date. The teacher will provide materials and assistance to a student who is making up work for the above stated reasons.

2. To receive credit for work missed due to an unexcused absence or disciplinary suspension, the student is responsible for; a) requesting assignments for make-up work, and b) completing the make-up work on his/her own initiative, and on his/ her own time either before or after school, by the due date prescribed by the principal and/or teachers. The amount of assistance the teacher is to provide, if any, will be determined by the teacher based on the teacher's work load and whether the student displays a positive attitude towards the make-up work and a willingness to not engage in future unexcused absences or misconduct. The teacher may assign the student different make-up work than that actually missed, in the same subject or topic area.

3. The teacher will determine the date when make-up work is due based on the content being studied and the length of the student absence. Assignments are due upon return of a student being suspended or expelled as communicated by the principal. For absences due to emergencies, illness, death in family, or any other non-planned absence with the exception of trancies, two days will be allowed to make up the work for each day missed with a maximum of 10 days allowed for make-up work. Students who plan to miss school due to a scheduled school

activity or a parent requested prearranged absence may request assignments and make arrangements to complete part or all of the work prior to the absence. Assignments must be completed prior to leaving on all prearranged absences, or upon the students return to school.

ARTICLE 5 – SCHOLASTIC ACHIEVEMENT

Section 1 - SECONDARY GRADING SYSTEM

Report cards will be issued following the end of each quarter. The grading system of Elmwood-Murdock High School and Middle School is based on percentages. The letter equivalents are:

A+ 99-100	B+ 93	C+ 85	D+ 77	NC - Below 70 (failing)
A 95-98	B 87-92	C 79-84	D 71-76	I - Incomplete
A- 94	B- 86	C- 78	D- 70	S - Satisfactory U - Unsatisfactory

A serious attempt is made at all times to evaluate, in the best possible manner, the progress of students.

94-100 - The student is more than meeting the demands of the teacher. Students' work is on time, of superior quality, and shows mastery of the subject matter. Student has the ability to carry a job through and exerts a positive influence on the class.

86-93 - The work is of superior nature and is well done. The student meets the demands of the teacher and exerts a positive influence on the class.

78-85 - Student does satisfactorily on the required work. The work is on time and is of average quality. The student is showing achievement.

70-77 - The student is not doing all of the assigned work, is dependent on others, and is inconsistent, uncertain, and confused. Work is below normal, but shows some evidence of growth.

Below 70 - Unsatisfactory, with little growth taking place, lack of interest and irregular attendance and attention. The student will need to repeat the class and maintain a passing grade in order to receive credit.

INCOMPLETE – All incompletes must be made up/completed within 5 school days after the quarter/semester, or be approved for an extension by the principal.

Section 2 - CLASSIFICATION OF STUDENTS AT GRADE LEVEL

Beginning of 1st Semester:

Sophomore	65 hours
Junior	130 hours
Senior	195 hours

A student who does not have the necessary hours to move up to the next grade level is considered to be a member of the class for which his/her hours qualify. He/she may, however, choose to sit in on class meetings of his/her original class as a non-voting member. He/she may participate in class activities if he/she qualifies as a member of that class. Students who have not achieved junior or senior status will not be eligible for the Junior/Senior Prom.

Section 3 - GRADUATION REQUIREMENTS

Students must accumulate 250 total semester hours (credits) to meet graduation requirements. Satisfactory completion of the following courses must be documented in the candidate's record:

CORE CURRICULUM	CREDITS	SUMMARY OF COURSES
Language Arts **An English course is required the senior year.	45	English 9* English 10* AMEX* Speech* Senior English** Composition Literature (S1)** Modern Fiction (S2)**
Mathematics	30	Algebra I* Geometry* Algebra II/Advanced Algebra II* Pre-Calculus Calculus College Algebra
Social Science	40	Geography* World History* AMEX* Critical Issues* Government*
Science	30	Earth/Intro to Physics* Biology* Chemistry* Anatomy Physics
Information Technology/Business	15	Info Tech I*, Info Tech II* Finance*
Vocational	20	Intro to FCS* C4C* Parenting*
Physical Education ***5 credits are awarded due to Health standards being taught in core content (Parenting, Life Skills and Biology)	10	PE III, IV, V Anatomy Foods Basic Nutrition Nursing Assistant Medical Terminology
Fine Arts or Foreign Language	10	Art I, II, III, Independent Spanish I, II, III Vocal Instrumental

* Required Courses

Academic Support (Jr/Sr High Only)

Elmwood-Murdock High School Graduation Competencies

The Elmwood-Murdock Board of Education adopted Graduation Competencies to ensure that all students graduating from Elmwood-Murdock Public Schools meet the minimum level of skills in reading, writing, math and social studies. A graduation competency is evidence that a student has met the specified level of achievement and is in addition to the required 250 credits in each area. Listed below are the various ways in which a student of Elmwood-Murdock Public Schools can meet the four Graduation Competencies for graduation.

Reading Graduation Competencies	Writing Graduation Competencies	Math Graduation Competencies	Social Studies Graduation Competencies
(Goal: A student must demonstrate the ability to read and comprehend all types of written communication at a proficient level.)	(Goal: A student must demonstrate the ability to write and communicate in a variety of different contexts at a proficient level.)	(Goal: A student must demonstrate the knowledge and skills necessary to apply basic computational skills, and demonstrate the knowledge and skills equivalent to that of a first-year algebra course.)	(Goal: A student must demonstrate the knowledge and skills necessary to apply the basic analytical, and demonstrate the knowledge and skills equivalent to the nationalization assessment.)
A student may meet the reading competency by completing one of the following:	A student may meet the writing competency by completing one of the following:	A student may meet the math competency by completing one of the following:	A student may meet the social studies competency by completing one of the following:
Achieving a grade of 80% or higher in two consecutive semesters of 9 th , 10 th , 11 th , 12 th grade English course. (or)	Scoring at or above the district expectations on the local writing assessment.	Achieving a grade of 80% or higher in two consecutive semesters of 9 th , 10 th , 11 th , 12 th grade Math course. (or)	Scoring at or above 70 percent on the local exit assessment.
Scoring an 80% or better in any 3 semesters of any high school English course(s) (or)	Scoring at or above the national norm score on the ACT assessment.	Scoring an 80% or better in any 3 semesters of any high school Math course(s) (or)	
Scoring at or above the national norm score (RIT) on the NWEA MAP-Reading test. (or)		Scoring at or above the national norm score (RIT) on the NWEA MAP-Math test. (or)	
Scoring at or above the national norm score on the ACT assessment.		Scoring at or above the national norm score on the ACT assessment.	

Section 4 - PROMOTION, RETENTION

The professional staff at Elmwood-Murdock will place students at the grade level and in the courses best suited for them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined, in the judgment of the professional staff, to be appropriate for the educational interests of the student and the educational program.

Section 5 - SCHEDULE CHANGES

All schedule changes will be completed prior to the start of each semester. The teachers involved, the principal and/or guidance counselor, and student's parent/guardian must initiate schedule changes. The principal and/or guidance counselor will make final approval for all schedule changes.

Section 6 - REPORT CARDS/PROGRESS REPORTS/WEEKLY DOWNS (Grades 7-12)

Report cards, upon request of the parent/guardian, will be issued via "hard copy" or posted electronically at the end of each quarter or nine-week session. Percentage grades are used to designate a student's progress. Incompletes shall be designated with an "I". Students have 5 school days after the end of the quarter to make up incomplete work. Failure to do so will cause the grade to change to "0". No incompletes will be given at the end of the fourth quarter, without approval of the principal, as all course work must be completed by the end of the fourth quarter. Parent-teacher conferences will be scheduled during the first quarter and the third quarter. Progress reports, upon request of the parent/guardian, will be sent via "hard copy" every 3 weeks during the quarter. This will be used for reporting unsatisfactory progress, but teachers may elect to use progress reports for reporting all types of progress, including exceptional or improved progress. Weekly down reports will be submitted to the office listing those students who are failing in any course (69% and below) and near failing in any course (70%-73%). Progress reports, will be mailed on a weekly basis to those students who are failing in more than one class.

Section 7 - PARENT-TEACHER CONFERENCES

Parent-teacher conferences, grades PK-12, will be held once each semester. Refer to the school calendar for the exact dates and times. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

Section 8 - HONOR ROLL

See Middle School and High School Handbook sections for complete information.

Section 9 - ELMWOOD-MURDOCK ACADEMIC HONORARIUM

See High School Handbook section for further information.

Section 10 - COURSES TAKEN OUTSIDE OF ELMWOOD-MURDOCK PUBLIC SCHOOL

Correspondence and college courses may be taken for credit provided the courses have prior approval by the Guidance Counselor and Principal and meet the following condition:

1. The student must pay for the course; with the exception that the course is recognized by the school as necessary for the student but is not offered locally. In such case, the school would reimburse the student after the course has been successfully completed.
2. The student needs the course to meet promotion or graduation requirements but has been unable to pass the course in school.
3. When it is not possible to schedule the needed course because of conflicts or class load limitations.
4. A maximum of 20 credit hours of the required 250 hours, needed for graduation, may come from correspondence courses and/or summer school. Of these 20 hours, no more than 5 hours will be allowed to substitute for required courses in each required subject area and no more than 10 hours in all required subject areas. These criteria may be changed to meet early completion requirements. These criteria may also be waived if the courses are of a college level and have been approved by the principal.
5. If a student transfers into our district as a senior, it is possible to share class rank with a student of that graduating class.

Section 11 - WITHDRAWAL FROM SCHOOL

To withdraw from Elmwood-Murdock Public School, the following procedure will be followed:

1. Present a written statement or phone call from parent/guardian.
2. Records will be forwarded to the school in which the student enrolls, as soon as all obligations (equipment, books, fines & fees) at Elmwood-Murdock Schools are met and a request, signed by the parent/guardian, is received from the new school.

Section 12 - ADVANCE COLLEGE PLACEMENT

Any junior and/or senior has the opportunity to register for dual credit (SENCAP) courses through Southeast Community College as long as they meet the prerequisites that are set by the college for that course.

Students can register for college-level work while in high school. Typically, the student needs to complete paperwork for the college/university to complete the request. If the course is not part of the SENCAP program, they may request permission from the counselor and/or principal prior to taking the course. The awarding of credit must meet the criteria that is outlined in Article 5-Section 10.

Section 13 - EARLY COMPLETION PROCEDURE

The Elmwood-Murdock Public Schools supports the concept of early completion as a means of accelerating students toward the achievement of lifetime plans. The following guidelines have been established for students to follow in order to be eligible for early completion. The failure to meet any of the criteria or timelines listed in the policy may cause the student to become ineligible for early completion.

- 1) A student will be allowed to transfer in a maximum of 20 hours from educational courses taken outside the Elmwood-Murdock School District. These courses must have prior approval by the High School Principal in order to be used to meet the graduation requirements of the Elmwood-Murdock Schools. Students transferring into Elmwood-Murdock High School may transfer in hours that are listed on their official transcript.
- 2) A student will be able to use only 5 hours of transfer credit in any subject area.
- 3) Students must meet all completion requirements established by the Elmwood-Murdock Board of Education in order to be eligible for early completion. This would include the total hours needed for completion as well as the credit hour requirements in each specific subject area.
- 4) Application for early completion must be requested, in writing, to the High School Principal by February 1 of the applicant's junior year of high school. The application must be accompanied by a written plan of action stating the reasons why the student is requesting early completion. The application must contain the signatures of the applicant's parent(s)/guardian(s) to verify approval of early completion.
- 5) Along with the application, the applicant must submit three letters of recommendation supporting the student's request for early completion. The three letters of recommendation must contain one letter from the high school Guidance Counselor, along with two letters from other secondary staff members.
- 6) The Board of Education will make the final decision in regards to an applicant's early completion at the April Board of Education Meeting of the applicant's junior year. The applicant and his/her parent(s)/guardian(s) must be present at this meeting in order for the Board to take action.
- 7) Once given approval, the applicant will have until February 1 of his senior year to notify the High School Principal of his decision in regards to participating in the regularly scheduled graduation ceremony. The applicant must also attend one commencement practice in order to participate in the commencement ceremony. No early graduation ceremony will be provided for a student who has decided on early completion.
- 8) A student who decides to opt for early completion is not eligible to participate in any school-sponsored activities following the last day he/she attends classes. The effective date for participation will end with the last day the student is enrolled in classes. The only school activity the applicant is eligible for will be the regularly scheduled graduation ceremony.
- 9) The High School Principal shall evaluate the policy annually and appropriate revisions shall be recommended to the Board of Education for their consideration.

Section 14 - PROGRAM CHANGES - DROP/ADD PROCEDURE

When there is a sufficient reason why a student should change his/her schedule, he/she may fill out a request for a change of schedule. Permission to drop a class may be difficult to obtain. **The changes shall be**

completed prior to the first day of class each semester. The request form can be obtained from the Guidance Counselor. You will need the signature of both the teacher of the class you are leaving and the class you are entering, and also the signature of your parent/guardian. Upon completion, the form will need to be presented to the counselor or principal for final approval.

ARTICLE 6 - SUPPORT SERVICES

Section 1 – MTSS

Elmwood-Murdock has a district-wide problem-solving team acting to consistently support the success of all students academically, behaviorally, and social emotionally throughout the school year. This team is known as the MTSS (Multi-Tiered Systems of Supports) team. Each public school system throughout the state of Nebraska is required to have a student support system in place in order to comply with NDE Rule 51.

One of the main purposes of MTSS is to identify, implement, and monitor interventions in general education classrooms to reduce student struggle and support students' access to and success in general education curriculum and activities and their achievement of district standards. For many students who struggle, the best first step is a referral to the MTSS team and a consistent implementation of interventions. The only exception to this process is when a student has a viable and/or readily identifiable disability and is in need of specially designed instruction and services. The intent of this pre-referral process is to prevent the inappropriate referral of students to special education services and the implementation of effective strategies, including social and emotional supports, school-wide.

Academic Achievement Ladder – If a student is failing a class

Steps 1-7 will be reviewed weekly.

Week 1 – The teacher contacts the parent to let them know the student is failing their class.

Week 2 – The teacher contacts a student's study hall teacher (if on their schedule) to discuss plan and classwork.

Week 3 – The teacher contacts the parent to let them know the student is failing their class.

Week 4 – The teacher contacts the administrator.

Week 5 – If the student has an IEP, the administrator will meet with the case manager who will summarize the conversation with the student to discuss action steps to arrange time to work on assignments and tests to get completed.

Week 6 – The teacher contacts the parent to let them know the student is failing their class.

Week 7 – A-Staff will meet to discuss current accommodations and if they need to be revised.

B-Administration will discuss a possible SAT referral.

Classroom Assignment Completion Expectations

- 1.The student will contact the parent if the assignment is not completed. This will occur after an assignment completion check. A contract will be developed and the student will share the plan for completion over the phone.
- 2.The student will have extended time to complete the assignment that is agreed upon by the student and the teacher.
- 3.The student will complete the assignment.
- 4.If the student does not complete the assignment, an opportunity referral will be assigned. This is work time after school from 3:30-4:00 p.m. on Tuesdays and Thursdays.
- 5.Continued consequences may be utilized and assigned by administration at their discretion. Teachers may enter a zero for the assignment after all of these steps have been completed.

Section 2 - SPECIAL EDUCATION IDENTIFICATION AND PLACEMENT PROCEDURES

What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms that have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

How are Students with Disabilities Identified?

The first step is for parent/guardian to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parent/guardian. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

Independent Evaluation

If a parent/guardian disagrees with an evaluation completed by the school district, the parent/guardian has a right to request an independent educational evaluation at public expense. Parent/Guardian should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parent/guardian disagrees, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parent/guardian still has the right to an independent educational evaluation at their own expense.

Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, is needed. The school district shall obtain parent/guardian consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff, in cooperation with parent/guardian, specifying programs and services, which will be provided, by the schools. If necessary, the district will arrange for interpreters or other assistants to help parent/guardian in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent/guardian. An IEP is developed in a conference setting. Parent/Guardian will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents/guardians;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency;
9. Other individuals, at the discretion of the parent/guardian or school district. It is permissible for parent/guardian to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parent/guardian with a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. A team of persons who knows the student and who understands the tests and procedures that assess the student's

learning abilities will make determination of a student's educational placement. Team members know the available programs and services, which might help the student. Parent/Guardian is asked for written consent to determine whether or not they approve the educational placement recommended for the child. If the parent/guardian does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parent/guardian a reasonable time before the school district: (1) proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or (2) refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

Alternative Programs

During an IEP meeting, the team will discuss special education transportation if needed. Parent/Guardian has a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parent/guardian places the student in one of those programs, however, the school district is not required to pay for the student's education.

Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs, requiring attendance at schools outside their regular attendance area, will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parent/guardian is dissatisfied with a transportation decision, they may contact the superintendent for a review.

Access to Student Records

Parent/Guardian has the right to inspect and review any education records relating to their child, which are collected, maintained or used by the school district in providing educational services.

Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

Parental Review of Programs

Parent/Guardian who wants to review their child's placement for any reason should request an IEP team meeting. If parent/guardian is not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parent/Guardian dissatisfied by the findings and decisions made in a state level hearing has the right to bring civil action.

Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Elmwood-Murdock Public School District plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Elementary Principal at the Elmwood-Murdock Public School Elementary office.

Section 3 - GUIDANCE SERVICES

The Elmwood-Murdock Schools employs a guidance counselor for the purpose of providing specific student services to help each student in his/her social, educational, vocational, and personal development. The overall purpose of the counseling program in our school setting is to promote and enhance the learning process for career readiness standards.

Section 4 - HEALTH SERVICES

Student Illnesses

School health 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 on determination by the school nurse 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. Students may return to school if there are no symptoms for 24 hours and no temperature greater than 100 without the aid of Tylenol or Motrin for a period of 24 hours.

Please provide emergency daytime phone numbers to the school office so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All prescription medications require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR).

School Health Screening

Children in grades first through sixth as well as children in grades 8-11 are screened for vision, hearing, blood pressure, height and weight. Kindergarten and seventh grade students are required to have a physical before they enter the school year so this screening has already been completed. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse may also be screened. Parents who do not wish their child to participate in the school screening program must communicate in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings and alternate medical provider to the school by December 1.

HEATH SCREENINGS – To be done each year

Vision		1	2	3	4	5	6	8-11	
Hearing		1	2	3	4	5	6	8-11	
Blood Pressure		1	2	3	4	5	6	8-11	
Dental	K	1	2	3	4	5	6		
Ht. & Wt.		1	2	3	4	5	6	8	11

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices.

Un-immunized students may be excluded from school in the event of a disease outbreak.

**Summary of the School Immunization Rules and Regulations
For 2023-2024 School Year**

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 MMR or MMRV given on or after 12 months of age 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 1 st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th 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 7 th 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.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy 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 has the raised seal of the state of Nebraska on it and is 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.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and promote a team approach to head lice management within the school involving the health staff, a parents, and administration.

1. Parent or guardians of a child who is found to have live lice will be notified the day live lice are found. The student will remain in school until the end of the day. The parent or guardian will have the option to pick up the student earlier, if desired, to begin treatment.
2. The health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. On return to school the student will report to the health office to be checked by the school nurse. The student will also need to bring back a label from the treatment that was utilized at home.
4. Students will be re-checked in 7-10 days by the health office staff. Parents and guardians will be encouraged to re-check frequently for two weeks.
5. After a 3rd incidence of live lice the student may be excluded from school until lice free.
6. Families are encouraged to report head lice to the school health office immediately.
7. Classroom-wide or school-wide head checks as will be conducted as needed in order to control the condition at school. *Nit removal will be emphasized for effective management of the condition. For more information call the school nurse.

Section 5 - CHILD ABUSE

When any school staff member has reasonable cause to believe that a child has been subjected to abuse or neglect, or observes that a child has been subjected to conditions or circumstances which would reasonably result in abuse or neglect as defined by law, they shall immediately report or cause a report to be made by the principal or staff member. It shall be the responsibility of the staff member and/or administration to report the incident to the Department of Health and Human Services.

Section 6 - TRANSPORTATION

Transportation will be furnished to and from school by the district for all students who live outside the city limits and in the district and who are enrolled in school. The superintendent and/or designee will set up the bus routes prior to the opening of the school term, with assistance from the regular drivers. The point of pick-up and delivery shall be the junction of private drive and public road. Exception: For safety at a turn around, both pick-up and delivery may be in the drive or in the farmyard providing permission is granted and there is an adequate turn around. Safety is our first consideration when transporting children. If the driver is distracted or directs his attention away from the road, danger exists. Rigid standards of discipline have been established. These standards must be maintained for the children's safety.

The driver is responsible for the conduct and safety of students riding his/her bus on his/her regular route. He/she shall not permit anyone to ride the bus other than regular student riders and school officials, except by written permission from school officials. Sponsors will be responsible for discipline on activity trips.

RULES PRIOR TO BOARDING THE BUS

1. The student shall inform the driver, if possible, when he/she will be absent.
2. Parent/Guardian is responsible for the safety of the student going to the pick-up point.
3. Students shall be on time at the pick-up point. Bus schedules will not permit waiting.
4. Students shall stand off the road while waiting for the bus.
5. Students shall wait for the school bus to come to a complete stop before approaching the bus.

RULES WHILE RIDING THE BUS

1. The school bus driver is in complete charge of the school bus. As soon as the student enters the bus, he/she falls under the direction of the driver. Students shall cheerfully and promptly comply with their requests.
2. The driver may assign seats to the students.
3. Students shall not converse with the driver when the bus is in motion, unless it is absolutely necessary.
4. Outside of ordinary conversation, all students shall observe classroom conduct. Smoking, use of alcoholic

beverages, use of drugs, excessive noise, obscene literature, language or gestures, scuffling, fighting, slapping or littering are prohibited on the school buses of this district. Remember loud talk, laughing and other forms of misconduct may distract the driver's attention that could result in an accident.

5. Students shall not throw litter on the floor of the bus and shall assist in keeping the bus safe and sanitary at all times.
6. Students shall not throw anything out the bus windows.
7. Students shall keep head and hands inside the bus at all times. No part of their body shall extend through the bus window at any time.
8. Students shall remain in their seats while the bus is in motion.
9. Students shall never tamper with the bus or any of its equipment.
10. Students should report damage to the bus driver.
11. Students must be absolutely quiet while the bus is stopped for a railroad crossing.
12. Students shall not use the emergency door unless an emergency exists.
13. Students shall remain in the bus in case of road emergency unless directed to do otherwise by the driver.
14. Only headsets are allowed. All balls, larger radios, playground equipment, musical instruments, etc., will be placed in the front seat of the bus upon entry.
15. No beverages are to be opened or consumed on the bus without prior approval of the driver and/or sponsor.

RULES UPON LEAVING THE SCHOOL BUS

1. Students shall remain in the seat until the bus comes to a complete stop.
2. Students shall not run or push another student while leaving the bus.
3. Students shall not open the bus door. The driver opens the door after the traffic control system of the bus is set.
4. Students will always cross the road in front of the bus after the driver has given the signal and after they have looked both ways to make sure it is safe to cross the road.
5. Students will be discharged only at their bus stop unless the bus driver is given written request by the parent/guardian or a written exception by a school official.
6. Students should go directly from the bus to their home.

BUS SAFETY DRILLS

In accordance with State Law, the Elmwood-Murdock Public Schools will conduct bus safety drills with all students at least once each semester.

DISCIPLINE AND PENALTIES

1. Students are expected to abide by the rules and regulations as set forth in this handbook.
2. The school bus driver has the authority and responsibility to discipline students on the school bus. Repeated violations will be reported to the parent/guardian and the principal.
3. Repeated violation of the rules and regulations will result in a warning to the student and notice to the parent/guardian that continued misconduct might result in temporary or permanent forfeiture of school bus riding privileges.
4. A student who damages any school bus/van will be required to pay for the damage.

ARTICLE 7 – DRUGS, ALCOHOL AND TOBACCO

Section 1 - DRUGS, ALCOHOL AND TOBACCO

Drug-Free Schools

The District implements regulations and practices that will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention:

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs

and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

Drug and Alcohol Use and Prevention

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations

All students are provided age appropriate, developmentally based drug and alcohol education and prevention programs. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board of Education to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by 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 it's 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 of Education policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty 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 upon request by the Guidance Counselor.

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 and alcohol, appropriate school personnel shall confer with any such student and his/her parent/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 his/her parent or guardian.

Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol 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 and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, 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, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
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.

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

Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug including, but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any glue or aerosol paint or any other chemical substance for inhalation including, but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

Authorized Use

Any student whose parent/guardian requests that he/she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent/guardian or physician.

Disciplinary Sanctions

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the principal or superintendent's office immediately, or if not feasible, the principal or superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the principal/superintendent, or such other personnel as authorized by the principal/superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parent/Guardian and student shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

Intervention

The Elmwood-Murdock Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Safe and Drug-Free Schools-- Parental Notice

NOTICE TO PARENTS/GUARDIANS: Pursuant to the provisions of the ESSA, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom

instruction and a parent/guardian objects to the participation of their child in such programs and activities, the parent/guardian may notify the School District of such objection in writing. Upon the receipt of such notice, the student will be withdrawn from the program or activity to which parental objection has been made.

ARTICLE 8 – STUDENTS RIGHTS, CONDUCT, RULES AND REGULATIONS

Section 1 – STUDENT CONDUCT AND DISCIPLINE POLICIES

The common goal of students, parents, faculty and administration of Elmwood-Murdock Public Schools is to maintain a school atmosphere, which is conducive to learning. In order to achieve this goal, Elmwood-Murdock Public Schools will continue to review and distribute a set of reasonable and fair rules and policies. **VIOLATIONS OF THE ELMWOOD-MURDOCK PUBLIC SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION. ALL STUDENTS UNDER IN-SCHOOL OR OUT-OF-SCHOOL SUSPENSION OR EXPULSION ARE NOT ALLOWED TO ATTEND ANY ELMWOOD-MURDOCK CO-CURRICULAR ACTIVITIES. (EITHER BEFORE, DURING, OR AFTER SCHOOL WHILE UNDER SUSPENSION/EXPULSION)**

To receive credit for work missed due to an unexcused absence or disciplinary suspension, the student is responsible for; a) requesting assignments for make-up work, and b) completing the make-up work on his/her own initiative, and on his/ her own time either before or after school, by the due date prescribed by the principal and/or teachers. The amount of assistance the teacher is to provide, if any, will be determined by the teacher based on the teacher's work load and whether the student displays a positive attitude towards the make-up work and a willingness to not engage in future unexcused absences or misconduct. The teacher may assign the student different make-up work than that actually missed, in the same subject or topic area.

The teacher will determine the date when make-up work is due based on the content being studied and the length of the student absence. **Assignments are due upon return of a student being suspended or expelled, or as determined by the principal.** For absences due to emergencies, illness, death in family, or any other non-planned absence with the exception of trancies, two days will be allowed to make up the work for each day missed with a maximum of 10 days allowed for make-up work. Students who plan to miss school due to a scheduled school activity or a parent requested prearranged absence may request assignments and make arrangements to complete part or all of the work prior to the absence. Assignments must be completed prior to leaving on all prearranged absences, or upon the students return to school.

Student Discipline

A. **Development of Uniform Discipline System.** It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and 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 upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

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

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the 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:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
3. Expulsion:
 - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
 - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

- c. 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 in accordance with law.
 - d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
 - e. 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. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 - f. 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, County 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.
4. 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 are not 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. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect

the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco); vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term "dangerous weapon" includes any personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

- D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - b. Shorts, skirts, or skorts that are too revealing.
 - c. Items that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - d. Items that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
 - e. Head wear including hats, caps, and scarves.
 - f. Items which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
 - g. Items that are gang related.
 - h. No trench coats or winter coats
 - i. No blankets

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

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

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

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

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

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

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

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

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

(iii) **Use of Other Student Answers:** Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.

- (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
- (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on

the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

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

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

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

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

- (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

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

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

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

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

- (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
 - (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
 - (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
 - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions.
 - (1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, smart watches, air pods, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
 - (2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
 - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
 - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by

- permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
- (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
- (2) Students are permitted to possess and use electronic devices before school hours and after school hours, provided that the students not commit any abusive use of the device (see paragraph (d) (1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "Sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
- (2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

Penalties for Prohibited Use of Electronic Devices: Students who receive a "Sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in Sexting or have any "Sexting" message on their electronic devices regardless of when the message

was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a "Sexting" message shall be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a "Sexting" message shall be subject to a five (5) day suspension from school.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

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

Network, E-Mail, Internet and Other Computer Use Rules:

(a) General Rules:

- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

- (b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and

technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
 - (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
 - (iii) Users shall not use or try to discover another user's account or password.
 - (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
 - (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
 - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
 - (vii) Users shall not write, produce, generate copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
 - (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
 - (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
 - (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.
- (c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
- (i) Be polite. Do not become abusive in your messages to others.
 - (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
 - (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
 - (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
 - (v) All communications and information accessible via the network should be assumed to be private property of others.
 - (vi) Do not place unlawful information on any network system.
 - (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
 - (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.

(ix) Other rules may be established by the network administrators or teachers from time to time.

(d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

(e) Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

(7) Risks of Social Networking:

The purpose of this message is to give our students information about the risks of using social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say on line may affect you years later.

What you say on a social networking site may also affect you right now. Pictures or writings that show you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on a social networking site.

Here are some common sense guidelines you should follow when using social networking and using the Internet in general:

- Don't forget that your profile is public. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, screen name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger.

We urge all students to following these common sense guidelines.

- E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

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

F. Specific Rule Items: The following conduct may result in disciplinary action, and if it is a repeated violation, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms without permission.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Aggravated or felonious assault.
 - (c) Vandalism resulting in significant property damage.
 - (d) Theft of school or personal property of a significant nature.
 - (e) Automobile accident.
 - (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

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

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/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.

Use of Corporal Punishment

Corporal punishment is not to be used as a form of discipline. Physical force may be used against a student only for the following reasons, and in all events only such force as is reasonably necessary may be used:

1. Protection of a staff member;
2. Protection of other students or property from the student;
3. Removal of the student from a situation that endangers the student, other persons, or property.

Saturday School (Middle School/High School)

Saturday School has been created as a consequence for misbehavior to replace in-school suspension, detentions, and to possibly serve as an option to out-of-school suspension. It is the goal of Saturday School to deter disruptive behavior and encourage academic improvement.

Rationale for Implementation of Saturday School

Current efforts with in-school suspension have proven to be unsuccessful in affecting a change of behavior in some disruptive students. Some students regard attempts by teachers to impose consequences, such as staying after school or attending a school detention, as a minor inconvenience. Attending Saturday School will, hopefully, be a consequence that students would choose to avoid.

Scheduling of Saturday School Session

1. Supervisor will report to duty at 7:50 a.m.
2. Students are allowed to enter the building at 7:50 a.m.
3. Students are required to have all books and study materials and be in the assigned room area by 8:00 a.m.
4. Saturday School will start promptly at 8:00 a.m. and be over at 11:00 a.m.
5. Supervisor will lock the front door at 8:00 a.m. and walk the student to the assigned room.
6. Supervisor will allow a rest room and drink break at 9:30 a.m.
7. Supervisor and students will resume session at 9:40 a.m.
8. Supervisor will dismiss students promptly at 11:00 a.m.

Responsibilities of the Saturday School Student

1. Follow all expectations and rules as described in the Student/Parent Handbook (dress code, etc.) and "Saturday School Student Expectations."
2. Attend Saturday School. Absence from Saturday School will only be considered "excused" for the following reasons: a) family emergency; b) illness (with a doctor's note); c) prior administrative approval. Work/job is not an excused absence. **PARENTS MUST CALL THE SCHOOL IN ORDER FOR THE ABSENCE TO BE EXCUSED.**
3. Have all books and study materials and be in the assigned room by 8:00 a.m.
4. Have schoolwork or appropriate reading/study material. "Appropriate" reading/study material includes assigned classroom work, textbook reading and assigned reading material. Non-assigned material, such as magazines, personal books, or non-educational websites, etc. are **NOT** appropriate. If no work material is brought to the room, the student will be assigned prepared work sheets or assignments by the supervisor.
5. If a student has work assigned by the supervisor during the session, that work is due at the end of the session. This work must be completed to the satisfaction of the supervisor. The student will **NOT** be given credit for attending Saturday School if the work is not completed on time and satisfactorily.
6. Students will **NOT** leave the assigned room without supervision, and/or permission from the supervisor.
7. Students will **NOT** bring food, candy, gum, or drink into the school during Saturday School.
8. Students **WILL** conduct themselves in a manner not to cause dismissal from the session.
9. Students will **NOT** talk or make noises.

10. Students will **NOT** sleep.
11. Students **WILL** study for the entire time.
12. Students who are late **MAY** be denied admittance.
13. Students who are dismissed from the session **WILL** leave the building and the school grounds immediately and without argument. Students who are argumentative, disrespectful or refuse to leave will be suspended out-of-school.
14. The supervisor will contact the parents, as soon as possible, when students are denied access or dismissed early.

Behavior Leading to Saturday School Assignment

A student may be assigned to Saturday School for reasons which include, but are not limited to: a) insubordination; b) continuing harassment of other students or staff members; c) behavior which qualifies for an office referral or detention; d) truancy or failure to attend an assigned class or study hall; e) conduct which is prohibited by school rules; f) when the administration deems it acceptable as an alternative to in-school suspension, or out-of-school suspension; g) accumulation of detentions in excess of two hours; h) when student has an excess of 4 or more tardies per semester.; i) intervention with academic difficulties, which may result in failure to pass a course.

A student's assignment to Saturday School will depend on the nature and severity of the misbehavior, in the judgment of the administration.

Consequences for Inappropriate Behavior at Saturday School Session

1. Students late for their Saturday School session may not receive credit for their attendance and may not be permitted to enter the school building. Students who are late will be required to leave the school grounds without further violation of school rules, unless otherwise directed by supervisor.
2. Students dismissed from the session, at any time, will not receive credit for their attendance.
3. Students who are named in the supervisor report and who have violated the "Saturday School Student Expectations" will not receive credit for Saturday School attendance.
4. STUDENTS NOT RECEIVING CREDIT FOR SATURDAY SCHOOL ATTENDANCE MAY BE SUSPENDED AND MAYBE REQUIRED TO MAKE UP THE MISSED SATURDAY SCHOOL. THE FOLLOWING SCHEDULE OUTLINES CONSEQUENCES FOR STUDENTS WHO FAIL TO ATTEND OR SATISFACTORILY COMPLETE SATURDAY SCHOOL:

The first failure to attend or complete (FAC) - 1 day in school suspension (ISS), and maybe made to make up Saturday School (SS). The second (FAC) - 3 days (ISS), and make up (SS). The third (FAC) - 3 days (OSS), and make up (SS). Any subsequent failures to attend Saturday School will result in further suspension or expulsion.

Section 2 – HARASSMENT AND BULLYING POLICY

One of our missions of Elmwood-Murdock Public Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

"Bullying" is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. "Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

Section 3 – 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/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/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/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/her findings and a recommendation of the action to be taken to the superintendent.
3. The principal or his/her designee shall serve by registered or certified mail or by personal service the student and the student's parent/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;
 - b. The penalties to which the student may be subjected and the penalty which the principal, or his/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/her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parent/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/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.

Section 4 – 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 parent/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 parent/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 parent/guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parent/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/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 Elmwood-Murdock Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing officer, the student, the student's parent/guardian, the student's representative, if any, and the administrative representative shall attend the hearing. 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. Legal counsel may represent the student or the student's parent/guardian or both. 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 parent/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, parent/guardian, or representative at their request, by appropriate school personnel. The student, the student's parent/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 there from. 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 parent/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 Board of Education, the reasons for the action recommended. Such recommendation may range from no action, counseling, or 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 parent/guardian. Upon receipt of such written notice by the student and/or parent/guardian, the determination of the superintendent shall take immediate effect.

12. Appeal to Board. The student, student's parent/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 of Education 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 that 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 of Education 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 giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of Board of Education 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 – RIGHTS, CONDUCT, RULES AND REGULATIONS

Section 1 – EXTRA-CURRICULAR PROGRAMS

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. The Elmwood-Murdock Public School will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

Section 2 – ACTIVITY PHILOSOPHY

Activities are considered an integral part of the school's program of education that provides experiences that will help students physically, mentally and emotionally. The element of competition and winning, though it exists, does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill, and emotional patterns they possess, thereby making students better individuals and citizens.

Safety

The District's philosophy is also to maintain an activities program that recognizes the importance of safety for the participants. To ensure safety, participants are required to become fully familiar with the dangers of and the safety measures established for the activity, in which they participate, to adhere to all safety instructions for the activity in which they participate and to exercise common sense.

Warning for Participants and Parents

The purpose of this warning is to bring attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to bones, joints, ligaments, tendons, muscles, and catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Section 3 – ACTIVITY CODE OF CONDUCT

The activity code of conduct is supplemental to the Elmwood-Murdock Public School student code of conduct which is in Article 8 of this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

Activities Subject to the Activity Code of Conduct. The Code of Conduct applies to all extra-curricular and co-curricular activities. This includes but is not limited to: all sports, speech and drama, vocal, band, FBLA, FCCLA, SkillsUSA, Spanish Club, Art Club, Science Club, and to other school sponsored organizations. The Code of Conduct also applies to participation in school sponsored activities such as school dances. An activity participant means a student who participates in, has participated in, or will participate in extra-curricular and co-curricular activities.

Scope of the Activity Code of Conduct.

1. **Where:** The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.
2. **When:** The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also apply to conduct which occurs during the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct. The conduct rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Purpose of the Activity Code of Conduct. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for the reasons that:

1. Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities judge our school on the students' conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.
2. Extra-curricular activities have an important place in the educational program of the Elmwood-Murdock Public Schools. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions is a part of that philosophy.

Grounds for Extracurricular Activity Discipline

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extra-curricular activities are set forth below.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or voicing disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
4. 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.
5. Causing or attempting to cause personal injury to a school employee, school volunteer, any student, or any other individual.

6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
8. Engaging in the sale, use, possession or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above or possession of drug paraphernalia. (Note: Refer to "Meaning of Terms" section)
9. Engaging in the sale, use, possession, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substances or inhalants.
10. Truancy 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. Public indecency.
14. Repeated violation of any of the rules adopted by the school district or the school.
15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
16. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process.
17. Willfully violating the behavioral expectations for those students riding Elmwood-Murdock Public School buses.
18. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
19. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
20. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the coach will determine the validity of the reason. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
21. All other reasonable rules or regulations adopted by the coach or supervisor of an extra-curricular activity shall be followed, provided participants are advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
22. Failure to comply with any rule established by the Nebraska School Activities Association including, but not limited to, the rules relating to eligibility.

Penalty for Drug and Alcohol Violations

Students who are found to be in violation of sub-paragraphs 8 or 9 of the above rules of conduct shall be subject to the following disciplinary action.

1. First Violation

- a. Suspension from extra-curricular program for designated activities for one calendar year from date of finding or violation.

--Or--

b. Students and parent/guardian agree to participate in a school-approved program for chemical dependency. Said program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of the program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extra-curricular activities for one calendar year from date of finding of violation. The student may not practice (principal's discretion) and must not compete or participate in the next two competitions (games) of the Athletic/Activity program that the student is involved in, or will be involved in. For example, if a student is in SkillsUSA and basketball and violates the code of conduct in September, there may be SkillsUSA practices in September, October, and November, and it would be up to the principal to determine if this student would participate in those practices. If there are no competitions in SkillsUSA before basketball starts, at the principal's

discretion, they may participate in basketball practice, but would be ineligible to participate in the first two games of the basketball season. All costs associated with the program are to be borne by the student's parents/guardians.

2. Subsequent Violations

Upon finding of a subsequent violation, the student will be suspended from all designated activities for one calendar year from the date of determination that a subsequent violation has occurred.

Penalty for steroid offenses.

An activity participant who possesses, dispenses, delivers, or administers anabolic steroids shall be subject to the following sanctions, subject to the school officials' discretion to apply greater penalties as specified under the penalty for drug or alcohol violations section:

First Offense: The activity participant shall be prohibited from participating in any extracurricular activities for 30 consecutive days.

Second or Any Subsequent Offense: The activity participant shall be prohibited from participating in any extracurricular activities for one (1) calendar year from date of finding of violation.

Meaning of Terms. The terms used in the Code of Conduct have a less strict meaning than under criminal law. Use or consume includes any level of consumption or use of any of these substances. Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and is responsible for the substance. Possession includes situations where, for example: (1) alcohol is in a vehicle in which a participant is present--the participant is considered to be in possession if the participant is aware that the alcohol is in the vehicle, even though the participant has not touched or consumed the alcohol, provided that the alcohol is not in the control of a parent or guardian or other responsible adult (age 21 or older) and (2) alcohol is present at a party attended by the participant--the participant is considered to be in possession if the participant is aware that alcohol is at the party, even though the participant has not touched or consumed the alcohol, provided that the alcohol is not in the control of a parent or guardian or other responsible adult (age 21 or older).

When Suspensions Begin. All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the principal. Suspensions in the spring will be carried over to the fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

Letters and Post-Season Honors. Activity participants who commit a Code of Conduct Offense are: (1) eligible to letter, provided the participant meets the criteria of the coach or sponsor, and (2) are not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation; provided that the coach/sponsor, with the principal's approval, may make an exception where the student has self-reported.

Self-Reporting. An activity participant who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The activity participant's parent or guardian may initiate the self-reporting process, but the activity participant will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the activity participant must identify the events that took place, what conduct the activity participant engaged in, and any witnesses to the activity participant's conduct, and will be required to put this information in a written statement. In the event the activity participant has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the activity participant will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All activity participants are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks an activity participant for information pertaining to compliance (or lack of compliance) by the activity participant or other activity participants with the Code of Conduct or eligibility conditions for participation in activities, the activity participant is expected to fully, completely, and honestly provide the information and may be disciplined for a failure to be honest and forthright.

Determining a Violation Has Occurred. A violation of the Code of Conduct for extra-curricular and co-curricular activity participation will be determined to have occurred:

1. When an activity participant is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When an activity participant is convicted of a criminal offense (conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court).
3. When an activity participant admits to violating one of the standards of the Code of Conduct.
4. When an activity participant is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline

Students may be suspended by the principal or the principal's designee from practices or participation in interscholastic competition or participation in extra-curricular activities for violation of rules and standards of behavior adopted by the Elmwood-Murdock Board of Education or the administrative staff of the school.

The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students further school purposes or prevent an interference with school purpose.
2. Prior to commencement of the suspension, the student is to be given oral or written notice of the charges, explanation of the evidence, and an opportunity to explain the student's version of the facts. (Detail is not required where the activity participant has made a self-report. Names of informants may be kept confidential where determined to be appropriate).
3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to respond to the charges and evidence occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent/guardian. Given the fact that extracurricular activity suspension actions, at times, need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.
4. Within two school days or such additional time as is reasonably necessary following the suspension, the principal or principal's designee will send a written statement to the student and the student's parent/guardian describing the student's conduct, misconduct or violation of the rule or standard, the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student and parent/guardian of the student, at their request, to confer on an informal basis with the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or student's parent/guardian is not satisfied with the determination of the school official, an informal hearing may be requested before the superintendent. A form to request such a hearing must be signed by the parent/guardian and will either be provided with the initial notice letter or be made available in the principal's office. This request must be received by the principal within five days of receiving the initial written notice of suspension.
7. If a hearing is requested, it shall be held within ten calendar days of the request. The superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days (or 10 calendar days if not in the school year). The written decision will be mailed or otherwise delivered to the participant or

parent/guardian. The school shall keep a record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself).

9. Nothing contained in this regulation shall prevent the participant, parent/guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

Section 4 – CONSENT/PRE-PRACTICE REQUIREMENTS

Each athlete participating in any sport must meet the following requirements:

1. Return the provided medical/physical form to the head coach at the first practice to be reviewed by the school nurse. Before participating in any sport, each student grade 7-12, who expects to practice or participate in athletic contests shall present to the head coach, once each year, a physician's certificate on a form provided by the school stating that he/she is physically fit for athletic participation. Physical exams must be taken after May 1 preceding the year of competition.
2. Return the sports candidate questionnaire/parent permission form signed by the parent/guardian.
3. Return the form found on the page of the Activities Handbook to identify the participant's insurance company and parent/participant familiarity and understanding of the provisions of participation as outlined in the Activities Handbook as well as potential hazards to the participants.
4. Return the NSAA Parental Consent Form.

ALL FORMS AND/OR SUPPLEMENTS ARE LOCATED IN THE INSERT IN THE HANDBOOK

Section 5 – ELIGIBILITY/LOCAL POLICY

Eligibility will be determined on a weekly basis with regard to the local eligibility policy, which is an extension of the state policy. Eligibility will be determined beginning with the third Friday of each semester. Teachers will submit failing grades to the office on the Monday after the third full week of each semester.

Teachers are to determine grades for eligibility on a cumulative basis over each semester. New averages are computed with the beginning of each new semester.

The principal's office will release the failing grades on Monday morning of each week. This report will list students who are failing (below 70%). A student failing any one subject, 64% or below, will be deemed ineligible for seven (7) calendar days (Monday-Sunday). If the student is failing two subjects, 69% or below, they will be deemed ineligible for seven (7) calendar days (Monday-Sunday).

Ineligible students will, at the sponsor's request, attend activity practices, use practice time for study at school or go home to study. A student may not participate in a practice or contest if he/she has not been in school, due to illness or over sleeping, for the full day of the practice or contest. The principal may make exceptions.

Whenever a student misses a class to participate in an activity, it is the student's responsibility to complete the work he/she will be missing in advance of his/her departure.

Section 6 - SELECTION OF STUDENTS FOR PARTICIPATION IN ACTIVITIES

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. The decisions must be consistent, however, with the purposes of the activities program. The coaches and sponsors shall follow the established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with the following Board of Education guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner that reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of this criterion include the student's: (1) talent or skill, (2) desire to improve skills or talents as well as those of others in the activity, and (3) attitude of respect toward teammates, coach, school, and community.

1. Dressing Room Supervision and Use: All participants will be under the supervision of the coach in charge. A participant is not to loiter in the dressing room at any time. There is to be no horseplay while in the dressing room. The sponsor in charge will deal with all cases of misconduct. The coach's office and equipment are off

limits to participants unless granted permission by the coach or sponsor. The school is not financially responsible for items that are lost or stolen from the dressing room.

2. **Equipment:** The coach will check out all equipment to individuals at the beginning of the season. The participant will be responsible for all equipment checked out to him/her and should be prepared to pay for the cost of replacement, if not checked in at the end of the season in reasonable condition. It is the responsibility of the participant to check in the equipment not later than one week following the end of the season. The participant must check in the equipment to the head coach personally. Coaches will have equipment inventoried and stored within one week following the end of the season. Participants are not to wear school owned equipment or uniform other than to practice, games, or with the coach's permission.
3. **Curfew:** All athletic coaches will enforce a curfew for their respective sports. This curfew will be at 10:30 p.m. Sunday through Thursday nights and 12:00 midnight on Friday and Saturday nights. Coaches may impose a curfew on Friday night if their team has a contest on Saturday. Individual coaches may make exceptions to this rule to address specific situations. The initial documented curfew violation will result in a one-contest suspension as a minimum. Further curfew violation incidents will result in additional punishment as determined by the coach and activities director.
4. **Attendance at Practice:** Participants are required to attend all scheduled practices and meetings. The coach/sponsor will determine the validity of a reason for an absence. Students are to notify coaches/sponsors of absences in advance, whenever possible. An unexcused absence makes the participant subject to necessary discipline by the coach/sponsor.
5. **Language:** Abusive and/or profane language and/or gestures are specifically prohibited by policy.
6. **Sportsmanship:** Good sportsmanship, as determined by the coach, sponsor or administration, shall be observed at practice sessions, clinics, or contests. Failure to comply with the practice and spirit of this section provides justification for suspension or exclusion.
7. **Removal from Activity:** Before any student can be removed from any co-curricular activity for violation of discipline policies, he/she must receive the proper procedural protections afforded to them. Sponsors will not remove students from a co-curricular activity unless prior notification has been made to the activities director and proper procedural protections have been offered.

**** Any specific rules designed by a coach/sponsor, for a particular activity, cannot be enforced until they are presented to individual activity members in writing.**

Section 7 - Relationships Between Parents and Coaches/Sponsors

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.

- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

Communicating with the coach

- Communication you should expect from your child's coach includes:
 - Philosophy of the coach
 - Expectations the coach has for your child
 - Locations and times of all practices and contests
 - Team requirements
 - Procedure should your child be injured
 - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
 - Concerns expressed directly to the coach
 - Notification of any schedule conflicts well in advance
 - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
 - The treatment of your child, mentally, and physically
 - Ways to help your child improve
 - Concerns about your child's behavior
 - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Issues not appropriate to discuss with coaches:
 - Playing time
 - Team strategy
 - Play calling
 - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
 - Call to set up an appointment with the coach
 - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
 - Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
 - At this meeting, an appropriate next step can be determined, if necessary.

Section 8 Good Sportsmanship—Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

Responsibilities of Spectators Attending
Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not "boo," stamp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noisemakers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.
15. Students leaving the building without prior approval from an administrator during a school sponsored after school event will not be re-admitted.

Section 9 – STUDENT FEES POLICY

The Board of Education of Elmwood-Murdock Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or

Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students for the school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings; teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities mean student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the 2023-2024 school year are further specified in Appendix "1." In addition, to participate in extracurricular activities, students must be paid current on all claims for lost or damaged property and on all other fees due to the District throughout the season or activity. Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

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

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

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

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

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

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

STUDENT ACTIVITY FEE

An annual one-time fee will be required of all junior-senior high school students who participate in any Nebraska School Activities Association sanctioned activity. The purpose of the fee is to provide support for extra-curricular activities. Cost for the Student Activity Fee is \$35 per student and is a one-time fee regardless the number of activities a student participates in. No family will be required to pay for more than three students, grades 7-12, during a school year. Once the oldest three students have fulfilled this obligation all other students in the family will also be covered.

One benefit to the student in paying the Student Activity Fee is that they will be issued an activity card which will provide them with free admission to most athletic contests and other programs sponsored by the school. Activities that would not be covered by the activity card would be conference and state sponsored activities as well as those activities sponsored by school affiliated clubs and/or organizations. Activity cards will need to be presented at each game or activity for free admission. Students who forget to bring the activity card or lose the activity card will be responsible for paying regular admission prices until the activity card is found or replaced. A \$5.00 fee will be charged to replace lost or destroyed activity cards.

Activity cards will be available for elementary students at a cost of \$35 per student.

Junior and senior high students will not be eligible to participate in extra-curricular activities, with the exception of practices, until the Student Activity Fee is paid.

The Student Activity Fee is eligible for a fee waiver for any student, grades 7-12, who qualifies for free and reduced lunches. However, a written request must be filed with the school on forms provided by the school. These forms will be available in each of the school offices.

REFUNDABLE DAMAGE DEPOSIT PROCEDURE

Students will be assessed a one-time annual refundable damage deposit of \$150.00 which will cover music, electronic equipment usage and all extra-curricular activities. The deposit will be required at the start of the school year if enrolled in instrumental music or at the start of the first activity in which the student is participating. If a student is not enrolled in instrumental music or participating in an activity but would like to check out a calculator, computer or other school owned electronics the \$150.00 damage deposit will be required at the time of check out. Damage deposits will be returned at the end of the school year if no damage is found and all equipment has been returned.

PROGRAM**GENERAL DESCRIPTION
OF FEE OR MATERIAL****\$ AMOUNT OF FEE OR
SPECIFIC****MATERIAL****REQUIRED****Elementary Program**

Physical Education	Non-specialized Attire	Gym shoes – clean soles
Art	Non-specialized Attire	Old shirt for painting
Music – Optional Band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drumsticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, etc.) Limited instruments available for use by any student. Refundable damage deposit of \$150.00 for use of school owned instrument.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers, notebooks, etc.)	Students are encouraged but not required to bring items from class supply list which may be handed out by the office or individual teachers. In cases where the school provides classroom supplies, the students will be responsible for the replacement cost of damaged or lost supplies.
1:1 Laptop Computer	Each student in grades 5 and 6 will be issued a computer	\$50 non-refundable deposit per student per year. Damage reimbursement by student: 1 st – 40%, 2 nd – 60%, 3 rd – 100%
Field Trips	Transportation and admission costs of field trips	None – costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged, but not required to pay for field trip costs of up to \$20.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Twenty-five cents (.25) per page when charges apply.
School Meals		Breakfast -- \$2.30 Lunch -- \$2.90 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.

Junior High & Secondary Program

Physical Education	Non-specialized attire	Cotton T-shirt, gym shoes –clean soles, appropriate undergarments, athletic supporter, gym shorts
--------------------	------------------------	---

Art, Shop, FCS Classes and Special Projects	Non-specialized attire	Clothing which may be damaged. Protective clothing for shop classes. A fee up to \$20.00 per class may be charged for class projects. Students may be required to purchase their own supplies for personal projects which will be taken home.
Music – Optional Band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Damage deposit of \$150.00 for use of school owned instrument.
Music/Band	Band uniforms	Band uniform damage deposit of \$150.00
Classroom Supplies	General supplies, such as writing instruments (pens pencils, crayons, markers), notebooks, etc.	Students are encouraged, but not required to bring items from class supply lists which may be handed out by the office or individual teachers. In cases where the school provides classroom supplies, the students will be responsible for the replacement cost of damaged or lost supplies.
Math or Science Classes	Specialized calculators	Refundable damage deposit of \$150 per year will be required for students who wish to use school calculators outside the classroom. Students are encouraged, but not required to purchase such equipment for their personal use.
Electronic Equipment	Laptop, cameras, etc.	Refundable damage deposit of \$150 per year will be required for students who wish to use school electronic equipment outside the classroom. Students are encouraged, but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Twenty-five cents (.25) per page when charges apply.
School Meals		Breakfast--\$2.30 Lunch--\$3.20 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-Secondary Education Classes	Tuition and fees for college courses taken for credit	None—Any postsecondary education costs are to be paid directly by students to college unless other arrangements are approved by school district.
College Entrance Tests and Preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, Pre-ACT test, Accuplacer, and ACT test, are optional and to be paid directly to the private companies involved.
1:1 Laptop Computer	Each 7-12 student will be issued a personal laptop	\$50 non-refundable deposit per student per year. Damage reimbursement by student: 1 st – 40%, 2 nd – 60%, 3 rd – 100%

Extracurricular and Other Programs

Admission	Spectator fees for admission to events	\$10.00 per event maximum. For District and Conference events hosted by the school, cost to be set by NSAA and Conference but not to exceed \$30.00 per event.
Athletic Physicals	NSAA required athletic physicals	Cost varies; payable by student directly to student's physician or clinic.
Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any clothing, equipment, or other items associated with the sport or activity. Students, coaches, and sponsors may wear only the equipment and attire issued by the school and otherwise approved by the administration while participating in interscholastic activities. Any visible advertising, slogans, labels or marking other than that approved by the administration is prohibited. These guidelines apply to the entire duration of the interscholastic event, including, but not limited to, the competition itself, warm-ups, any ceremonies (awards, openings, and closing), and interviews.	<p>Students are responsible to pay an equipment deposit of \$150 in order to participate in any JH and HS athletic and activity program.</p> <p>Required items include athletic undergarments (supporter, bra, socks and undershirts) practice attire, including shorts, shoes, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include:</p> <p>Personal athletic bags, hair ties, sweat bands, non-required gloves, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:</p> <p><u>Basketball</u> – Black practice shorts (girls), shoes <u>Football</u> – Mouthpiece, cleats <u>Golf</u> – Golf bag, balls & clubs, shoes. <u>Speech</u> – Dress attire for competition and copies of research <u>Track</u> – Shoes <u>Volleyball</u> – Volleyball knee pads, shoes <u>Cross Country</u> – Shoes</p>
Travel Meals	Meals	Students are responsible for their own meals while traveling. Individual sports or activities may request students to pay up to \$100 per season to be used towards team travel meals.
Camps and Clinics	Registration and other costs for camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
Marching Band and Musical Groups	Equipment and attire	Students will be responsible for the same costs as are set out for the athletic program. In marching band, students are responsible for providing their own shoes for marching. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms.

		Uniforms for the marching band will be supplied by the school; students may be required to pay a cleaning fee for a marching band uniform of up to \$20.00 or \$10.00 for a marching band shirt.
--	--	--

Clubs/Organizations

Future Business Leaders of America (FBLA)	State and National Dues, meals and activities	Annual dues not to exceed \$50.00 per year. Membership is optional. Attendance at state and national conferences is optional and associated costs are the responsibility of the student.
Future Career and Community Leaders of America (FCCLA)	State and National Dues, meals and activities	Annual dues not to exceed \$50.00 per year. Membership is optional. Attendance at state and national conferences is optional and associated costs are the responsibility of the student.
Spanish Club	State and National Dues, meals and activities	Annual dues not to exceed \$50.00 per year. Membership is optional. Attendance at state and national conferences is optional and associated costs are the responsibility of the student.
Art Club	State and National Dues, meals and activities	Annual dues not to exceed \$50.00 per year. Membership is optional. Attendance at state and national conferences is optional and associated costs are the responsibility of the student.
Science Club	State and National Dues, meals and activities	Annual dues not to exceed \$50.00 per year. Membership is optional. Attendance at state and national conferences is optional and associated costs are the responsibility of the student.
SkillsUSA	State and National Dues, meals and activities	Annual dues not to exceed \$50.00 per year. Membership is optional. Attendance at state and national conferences is optional and associated costs are the responsibility of the student.

Social & Recognition Activities

School Plays, Musicals and Social Activities	Admission to events	Not to exceed \$10.00 per play or activity per person.
School Dances	Admission to homecoming dance and other school dances, etc.	Not to exceed \$20.00 per dance per person.
Senior Activities	Graduation Activities	Participation in class activities associated with graduation (such as being part of the composite picture, special yearbook pages,

		etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay cost of the items involved in the graduation ceremony and attendant class activities. These fees may include the purchase of graduation robes, caps, tassels, class flowers, class gift, graduation announcements, yearbook picture page, class composite picture, graduation slide show, memory books, etc.
Class Rings	Class rings	The purchase of class rings is optional and any costs associated with the purchase of a class ring are the responsibility of the student.
School Pictures	School pictures	School pictures are taken for school identification and inclusion in the school yearbook. The purchase of pictures for personal use is optional and any cost associated with the purchase of school pictures is the responsibility of the student.
Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored trips where the trip is extracurricular in nature or is not a classroom requirement receiving administrative approval. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if; it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.
Junior/Senior Prom	Junior class/Prom fundraising	Students have the opportunity to fundraise to pay for prom expenses. If the required amount is not met through fundraising, students will be expected to pay the difference at their own expense. If a student does not attend prom as a junior, but does attend prom as a senior, they will be required to pay the fee for the current school year. For example, students will have to pay for meals, music, site rental and decorations for prom.

Section 10 - DRESS CODE

Participants will be expected to comply with the following recommended dress and grooming code at specific times noted. Individual sponsors may deviate within the code under special circumstances of their determination. It will be the sponsor's responsibility to enforce the dress code. This code applies to the following:

1. Day of a contest or clinic
2. Evening of a contest or clinic
3. Athletic Banquet

4. Any other event where the participant is under public scrutiny.
5. No visible tattoos or piercing other than in ears.

Dress and Grooming Requirements: (Boys)

1. Dress slacks
2. Tie
3. Dress shirt
4. Dress shoes
5. Dress and/or grooming that is considered a distraction or a health hazard will not be accepted.
6. No visible tattoos or piercing other than in ears.

Dress and Grooming Requirements: (Girls)

1. Dress slacks, dresses, or skirts
2. Dress blouse or sweater
3. Dress shoes
4. Dress and/or grooming that is considered a distraction or a health hazard will not be accepted.

During warm-ups and games while wearing school issued or approved attire, no piercings and no exposed tattoos will be allowed. Failure to comply with the above may cause the coach or sponsor to disallow participation until dress and grooming requirements are met.

Section 11 – TRANSPORTATION: CONTESTS AND EVENTS

The driver of the bus has full authority at all times and shall report any disturbances to the principal. Sponsors will be responsible for discipline on the activity bus. He/She will not permit anyone to ride the bus other than regular student riders and school officials, except by written permission of the principal or superintendent. A student, who rides to an activity by school transportation and wishes to ride home with parent/documented guardian, or grandparent must have the parent/documented guardian and grandparent personally fill out the release form and take the participant off the bus with the sponsor's permission. No permission will be given to ride home with anyone other than the parent/documented guardian and/or grandparents. Only those team members and workers with the team may ride the team bus to games. Written permission from the parent/documented guardian and approval by the principal or superintendent must be given for a student to ride to an event, away from Elmwood-Murdock, in which he/she is to participate in, with transportation other than that provided by the school. If a student misses the bus, he/she will not be eligible to participate in that contest. Emergency situations are exceptions. That judgment is at the sponsor's discretion. Students who ride on school-sponsored transportation are covered under the schools' catastrophic insurance plan.

Transportation Procedures: Athletic contests and practices are considered "home" contests/practices if they are played or practiced at either the Elmwood or Murdock site. Participants traveling to "home" contests or practices may provide their own transportation if their point of departure is from their own home. School transportation may be available for those students or parents/guardians when needed.

If the participant's point of departure is from the school (immediately after school dismissal), the participant must use school provided transportation.

Section 12 - REGULATIONS GOVERNING SCHOOL ACTIVITIES

Wednesday night is set aside as family night. Absolutely NO school activities will be scheduled on Wednesday after 6:30 p.m. The only exception will be activities over which the school has no control, such as district and state tournaments. There will be no school activities or organized practices on Sunday, except when they meet the following criteria:

- * Sunday activity practices will be limited to Sundays prior to a Monday on which a Nebraska School Activities Association sponsored sub-district, district, or state competition is scheduled. Special exceptions may be allowed with prior written approval from the superintendent.
- * Practices must be limited to 1½ hour in length and be scheduled after 3:00 p.m.
- * Players must provide coach/sponsor with written parent/guardian permission prior to being allowed to participate in a Sunday activity practice.
- * Sunday activity practices will be voluntary without penalty being assessed to participant for failure to participate.

Only under special circumstances will activities (except athletics, dramatics, and music) be scheduled outside regular school hours. Any activity, including all fundraising activities, must have prior approval of the principal. Regular classroom work for all grade levels will have precedence over any other activity. Students will not be dismissed from classes to participate in extra-curricular activities without permission from the principal.

* Morning practices can't start prior to 6:30 a.m.

Section 13 - HOMECOMING; PROM; ATHLETIC BANQUET; GRADUATION DRESS CODE

As a culture, we have always celebrated "special events" by wearing appropriate clothing. Elmwood-Murdock Homecoming, Prom, Athletic Banquet, and Graduation are all "special events." They are some of the most important events for our students throughout their JR/SR High careers. As a result, Elmwood-Murdock School believes that "semi-formal attire" or "formal attire" is appropriate.

"Semi-formal attire" is an appropriate term when associated with Homecoming, Athletic Banquet and Graduation. As a part of social education, students need to understand that, in some situations, only a certain type of dress is appropriate. It is the opinion of Elmwood-Murdock School that because the aforementioned are special events, a dress code should require certain expectations of what is appropriate in a special school setting. The following are examples of inappropriate dress, but are not necessarily all inclusive:

1. Ball caps;
2. Tank tops, muscle or spaghetti strap shirts;
3. Tennis shoes;
4. Black or blue jeans;
5. Shorts;
6. Visible tattoos that are disruptive to the learning environment.
7. No piercings that are disruptive to the learning environment.
8. Dress/outfit that shows bare midriff or open back lower than the waist;
9. Two piece dress/outfit that exposes any midriff;
10. Dress/outfit that has frontal cutouts exposing skin;
11. Dress/outfit that has a sheer see-through panel that shows midriff or other areas of the body;
12. Dress/outfit that has a length above the tips of the wearer's fingers when the wearer's hands are at her sides;
13. Dress/outfit that has a side slit higher than the tips of the wearer's fingers when the wearer's hands are at her sides.

This dress code will be enforced for any of the aforementioned events, from start to conclusion of the event. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable attire, which may require the student to return home to change the inappropriate clothing. It is advisable to check prior to each event, with the principal, if you are uncertain about your attire.

The Elmwood-Murdock School Prom is a formal event.

"Formal attire" is an appropriate term when associated with the school Prom.

SECTION 14 - PROM, HOMECOMING & OTHER SCHOOL DANCES – APPROPRIATE DATES

It is customary for students to attend prom, homecoming, and other school dances with a date or an invited guest. To attend a high school dance, the date or invited guest must be an appropriate person to be in attendance at such an activity. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests, not attending our school, are expected to follow the same rules of conduct that apply to our students. A student currently attending Elmwood-Murdock High School or another Nebraska high school that has not been restricted from attending extracurricular activities at Elmwood-Murdock High School or their own school are generally considered appropriate dates or invited guests. Some school dances may be restricted to students attending specified grade levels at Elmwood-Murdock Public Schools. For any dances at the junior high level, only students attending Elmwood-Murdock Public Schools in the grade(s) for which the dance is being held may attend.

SECTION 15 – CONCUSSION REGULATIONS

The Nebraska Concussion Awareness Act took effect on July 1, 2012. Nebraska State Law requires any schools having athletes 19 years old or younger, as well as any sports organization, including youth leagues, club sports, or any organization sponsoring a sporting activity where there is a cost to participants or where such costs are sponsored must follow all components of the Nebraska Concussion Awareness Act.

1. Training.

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

2. Education.

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

- a. the signs and symptoms of a concussion;
- b. the risks posed by sustaining a concussion; and
- c. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

3. Response to Concussions.

a. Removal. A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.

b. Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

The coach or administration may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual's qualifications.

c. Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

d. Return to Learn. The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

4. Responsibility of Coaches.

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do so is subject to disciplinary action, including but not limited to termination of employment.

5. Students and Parents.

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

ARTICLE 10 – NOTICE OF NONDISCRIMINATION

Section 1 - CHILDREN'S BILL OF RIGHTS

Every child regardless of race, color, or creed has:

1. The right to be raised in a decent home in which they are adequately fed, clothed, and sheltered.
2. The right to the benefits of religious guidance and training.
3. The right to a school program, which, in addition to sound academic training, offers maximum opportunity for individual development and preparation for living.
4. The right to receive constructive discipline for the proper development of good character, conduct, and habits.
5. The right to be secure in their community against all influences detrimental to proper and wholesome development.
6. The right to the individual selection of free and wholesome recreation.
7. The right to live in a community in which adults practice the belief that the welfare of their children is of primary importance.
8. The right to receive good adult example(s).
9. The right to a job commensurate with their ability, training and experience, and protection against physical or moral employment hazards that adversely affect wholesome development.
10. The right to early diagnosis and treatment of physical handicaps and mental and social maladjustments, at public expense whenever necessary.

Section 2 – ELIMINATION OF DISCRIMINATION

The Elmwood-Murdock Public School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Ryan Knippelmeyer, Superintendent, 300 Wyoming Street, Murdock, NE 68407, (402) 867-2341, rknippelmeyer@emknights.org.

Employees and Others: Ryan Knippelmeyer, Superintendent, 300 Wyoming Street, Murdock, NE 68407, (402) 867-2341, rknippelmeyer@emknights.org.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

PREVENTING HARASSMENT AND DISCRIMINATION OF EMPLOYEES AND/OR STUDENTS

The Elmwood-Murdock Public Schools is committed to offering employment and educational opportunity to its employees and any student based on ability and performance, in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind toward administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Elmwood-Murdock Public 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, for example, 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.

1. 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.
2. Age harassment 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.

3. Sexual harassment has been 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.

a) Sexual harassment exists when:

1. Supervisors or managers make submission to such conduct either as explicit or implicit term or condition of employment (including hiring, compensation, promotion, or retention).

2. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustments, discipline, work assignments, etc.

3. 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.

4. An employer may also be held responsible for continuing harassment of employees or students by non-employees in the workplace, classroom or educational environment if the problem is reported to a supervisor or manger and non-corrective action is taken.

A. Procedures:

1. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teachers is the problem, the employee or student is encouraged to go to the next level of supervision.

2. If the employee's or student's complaint is not resolved to his/her satisfaction within five (5) to ten (10) working days, or if the discrimination or harassment continues, please report the complaint to the superintendent of the Elmwood-Murdock Public Schools. If a satisfactory arrangement cannot be obtained through the superintendent of the Elmwood-Murdock Public Schools, the complaint may be processed to the Board of Education.

3. The supervisor, teacher or the superintendent of the Elmwood-Murdock Public Schools for complaints that are brought to and reach the superintendent, 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 the offending employee, may be taken. Under no circumstances will a supervisor or teacher threaten or retaliate against an employee or student for alleging a violation of this policy.

Section 3 – 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 who is designated as the coordinator for such laws, policies or programs. The contact address and phone number for the coordinator is: Elmwood-Murdock Public School, 300 Wyoming Street, Murdock NE 68407, (402) 867-2341.

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

Section 4 – ANTI-DISCRIMINATION & HARASSMENT POLICY:

Elimination of Discrimination: The Elmwood-Murdock Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. The 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 of Students

Elmwood-Murdock Public 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, co-workers, students or other persons is prohibited. In addition, the Elmwood-Murdock Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place 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 work place, 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 need immediate help for any reason, please report your complaint to the Superintendent of Elmwood-Murdock Public School. If a

satisfactory arrangement cannot be obtained through the Superintendent of Elmwood-Murdock Public School, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent of Elmwood-Murdock Public School 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 against an employee or student for alleging in good faith a violation of this policy.

Section 5 – 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 disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities that are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. 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.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the superintendent).
11. File a local grievance.

Section 6 – 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 (or appropriate school official) 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 that 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/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
U.S. Department of Education
400 Maryland Avenue, S.W.
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 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/guardian 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/guardian or eligible student has to notify the district in writing that he/she does not want any or all of those types of information about the student designated as directory information is 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 that 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 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 of such teaching practices, and designates such student work as directory information and as non-education records. Each parent/guardian and eligible student shall be presumed to have accepted this designation in the absence of the parent/guardian or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. It will be presumed that consent has been given in the absence of such a notification from the parent/guardian or eligible student.

Section 7 - NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION

The ESSA requires Elmwood-Murdock Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parent/Guardian and secondary student have the right to request the Elmwood-Murdock Public 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 parent/guardian consent. Elmwood-Murdock Public Schools will comply with any such request.

Section 8 - NOTICE CONCERNING STAFF QUALIFICATIONS

Current state laws give parents the right to receive information about the professional qualifications of their child's classroom teachers. Upon request, Elmwood-Murdock Public Schools will give parents/guardians the following information about their child's classroom teacher.

1. Whether the teacher has meet 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. Information can also be received about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

Parents/Guardians, upon request, may also inquire 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 in a timely manner. Finally, Elmwood-Murdock Public Schools will give timely notice to parents/guardians if 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 9 – STUDENT PRIVACY PROTECTION POLICY

It is the policy of Elmwood-Murdock Public Schools to develop and implement policies that 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 that 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's 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 postsecondary 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 that 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 that 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 parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates when any of the following activities are scheduled or are expected to be scheduled:

1. 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.)
2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,
3. 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, anti-social, 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 10- PARENTAL INVOLVEMENT POLICIES

A. General - Parental/Community Involvement in Schools:

Elmwood-Murdock Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Elmwood-Murdock Public 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.

- a. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
- b. Parents are encouraged to support the implementation of district policies and regulations.
- c. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
- d. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
- e. Parents are provided access to records of students according to law and school policy.
- f. 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 would be based on the students' well-being.
- g. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
- h. 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. The proper teacher and administrator shall approve a plan for an acceptable alternative prior to, or as a part of, the granting of any parent request.
- i. 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.
- j. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
- k. 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

The Title I Parental Involvement Policy is established in compliance with the ESSA. Elmwood-Murdock Public 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 the 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 Elmwood-Murdock Public 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 Elmwood-Murdock Public 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:

1. 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.
2. 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.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. 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.
5. 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 entire school staff, 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: The 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 11- HOMELESS STUDENTS POLICY

This School district will comply with the federal and state law related to homeless students.

A "homeless child" for purposes of this Policy is a child who lacks a fixed, regular, and adequate nighttime residence, as defined by applicable federal and state law related to homeless students. An "unaccompanied youth" is a child who is not in the physical custody of a parent or guardian.

1. Homeless Coordinator: The District's designated Homeless Coordinator is the Superintendent. The Homeless Coordinator may delegate the specified duties as the Homeless Coordinator determines to be appropriate. The

Homeless Coordinator shall serve as the school liaison for homeless children and youth.

a. **Responsibilities.** The responsibilities of the Homeless Coordinator are to assist with identification. Enrollment and placement of homeless children and to provide staff development activities to all school personnel regarding the education rights and needs of homeless children and youth. The Homeless Coordinator shall ensure that:

- i - homeless children are identified by school personnel;
- ii - homeless children enroll in, and have a full and equal opportunity to succeed in school;
- iii - 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 service
- iv - the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- v. – 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;
- vi. – enrollment disputes are mediated in accordance with law; and
- vii. – the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law.

B. **Coordination.** 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. Coordination activities with area shelters and other homeless service providers are to be established by the Homeless Coordinator.

- C. **Financial.** The Homeless Coordinator shall ensure the financial records are maintained to show expenditures are for authorized activities. Title I, Part A homeless set-aside funds are also to be used to services for homeless children. Materials and equipment purchased with grant funds are properly identified and inventoried.
- D. **Program Activities.** The Homeless Coordinator shall design program activities to meet the greatest need as determined by the District and homeless service providers.
- E. **Documentation.** The Homeless Coordinator shall document the number of homeless children and youth receiving services.
- F. **Student Records.** The Homeless Coordinator shall ensure that any record ordinarily kept related to students, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, are to be maintained so that the records of a homeless child are available, in a timely fashion, when the child enters a new school or school district and in a manner consistent with the Federal Education Rights and Privacy Act.

2. **Enrollment and Placement of Homeless Children:** The enrollment and placement of homeless children shall be in compliance with deferral and state law.

- a. **Enrollment.** A homeless child shall be immediately enrolled even if the child is unable to produce records normally required for enrollment. Lack of previous school records, immunization and medical records, birth certificate, or other documentation from the previous school will not delay the enrollment of a homeless child or youth. Guardianship issues, uniform or dress code requirements, and residency requirements will not be obstacles to delay or deny enrollment. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.
- b. **Obtaining Records.** 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.
- c. **Placement.** Placement decisions for a homeless child shall be made according to the District's determination of the child's best interest.
 - i. The placement shall be at either:
 - 1. The child's "school of origin," which is the school that the child attended when permanently housed or the school in which the child was last enrolled; or
 - 2. The school of the attendance area in which the child is actually living.
 - ii. If placed in the school of origin, the placement shall continue for the duration of the child's

- homelessness. If the child becomes permanently housed (no longer homeless) during the school year, the placement in the school of origin will be continued for the remainder of that school year.
- iii. To the extent feasible the placement shall be in the school of origin except when such is contrary to the wished 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.
 - iv. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement of decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal.
 - v. The grade placement for the homeless child will be the appropriate grade level as determined by the building principal or designee using the same procedures that are used for placing non-homeless children attending that school.
3. Educational Services and Stigmatization or Segregation: It is the District's policy that homeless children not be stigmatized or segregated on the basis of their status as homeless. Homeless children will be provided the same free, appropriate public education as other students. Homeless students will be provided services comparable to services offered to other students in the school in which the homeless child has been placed, including the following; transportation services, educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency, programs in vocational and technical education, programs for gifted and talented students and school nutrition programs.
 4. Transportation: Transportation will be provided to homeless students to the extent required by law.
 - a. Comparable Service. Transportation will be provided to a homeless student comparable to that provided to students who are not homeless.
 - b. School of Origin. When the homeless student attends the school of origin, transportation will be provided to and from the school of origin upon request of the parent or guardian of the homeless child, or upon request of the Homeless Coordinator in the case of an unaccompanied youth. If the homeless child relocates of the District but continues to be enrolled in this School District based on it being the school or origin, this School District will negotiate with the school district in which the child is residing to develop a method to apportion that responsibility and costs for providing the child with transportation to and from the school or origin. If agreement is not reached, the responsibility and cost for transportation shall be shared equally.
 - c. Eliminate Barriers. Transportation will be provided when necessary to eliminate barriers to school enrollment and the retention of students experiencing homelessness.
 5. Dispute Resolution. The process to resolve disputes concerning the enrollment or placement of a homeless child is as follows:
 - a. 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. The dispute resolution process is as follows:
 - i. 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.
 - ii. 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 the homeless child and parent/guardian will be given the opportunity to provide information in support of their position.
 - iii. 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.
 - iv. 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.
 - v. 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.
 - b. 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 12 - LUNCH/BREAKFAST PROGRAM

Students will be allowed to make a purchase of a **tray** if there is not enough money in their account to cover said purchase. Students will **NOT** be allowed to make an a la carter purchase if there is not enough money in their account to cover said purchase.

Participation in the breakfast, lunch, a la carte and juice programs is a parental decision. Limitations on purchases of lunch items, seconds, ala carte, juices, etc. will be a parental responsibility. Since this is a parental decision, the school will not be responsible for monitoring student food purchases. Parents should provide clear direction to their child/children regarding the level of participation and the amount of purchases in the lunch, breakfast, a la carte and juice programs. Parents should utilize Power School to monitor their child's lunch account and food purchases, which is updated in "real time."

Due to the extra costs incurred and the potential for error, the district will not transfer funds from the account of one family member to the account of another family member to cover negative balances which, a child may incur during the year.

When payment is received from families having more than one student enrolled in school, we will divide the payment equally in each student account. For example: if a family has three students participating in the lunch program and makes a payment of \$60, we will deposit \$20 in each of the three students' lunch accounts providing there are no negative balances in any of the student accounts. Parents may also specify the amount to be deposited in each child's account with each payment.

Any balance remaining on the lunch accounting system from the previous year will be brought forward into your child's lunch account for the start of school, unless a refund is requested. We believe having on-line access to your student's lunch account will make it easier to stay informed on your student's lunch transactions and lunch account balance. Please call the school at 867-2341, if you have questions pertaining to your student's lunch account.

Table manners should be such that they would not cause embarrassment at home or in the presence of company. Students who bring their meals must eat at the tables and are required to place their trash in the containers when finished. Misbehavior in the eating area will result in disciplinary action, such as a seating assignment, before or after school detention or a lunch detention. During lunch detentions students will be given the opportunity to purchase a tray only or they may provide their own lunch, and will not be allowed to participate in the regular lunch program during their lunch detention. No a la carte will be allowed and if students cannot behave in the lunch detention their time will be extended or they may be suspended.

Students are to remain in the eating area (old gym) unless they are signed out and given specific permission to go elsewhere.

Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without charge for meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year may accept a refund. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

Distribution Annually

This policy shall be provided in writing to all students' households at the start of each school year and to households transferring to the District during the school year.

This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals.

The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Common Questions and Answers

Can parents apply for benefits anytime during the school year if they have a change in income and/or household size? **YES**

How do families pay or deposit money? **Cash, check, or electronic fund transfer (E-funds)**

Will cash or checks be accepted in the serving line? **No – money needs to be turned in to the office**

How are parents notified of lunch account balances? **Balance can be attained through child or families PowerSchool account. Low lunch balance notifications are sent through phone calls on a weekly basis and Negative lunch balance notifications are sent through phone calls on a nightly basis**

Who is responsible for tracking accounts? **Parents**

Can a la carte items be charged? **No, a la carte items cannot be purchased if the student has a negative lunch balance**

Are all grades of students treated the same in regard to this policy? **YES**

Who is responsible for interacting with families to resolve unpaid accounts? **Administration and/or Business Manager**

How is the debt reconciled at year-end? **All negative lunch balances need to be paid before the end of the school year**

Where is this policy available? **Student Handbook and School Webpage in the board policies section (Policy 3571)**

LUNCH RULES:

1. No throwing or playing with food.
2. Inappropriate behavior may result in a warning, assigned seating, an after school detention, a lunch detention or permanent removal from the lunchroom.
3. Students will not be allowed to make an a la carte purchase if there is not enough money in their account to cover said purchase.
4. Remember it is the student's /parent's responsibility not the school's to check PowerSchool for your lunch balance.
5. A family cannot transfer lunch money from one family members account to another during the school year or the end of the school year.
6. Students must sign out and take a pass when leaving the lunchroom.
7. Students on free or reduced lunch may always purchase a meal, but may not purchase ala carte if their account is

negative.

8. Students will only be allowed to get a tray their first time through the lunch line.

9. Students may only get ala carte items if they have enough money to cover the expense in their lunch account. For example, if you purchase \$3.00 worth of ala carte and you only have \$2.00 in your account you will have to return part of the ala carte to equal \$2.00 or less.

10. A student that tries to go through the lunch line with a balance below the cost of the a la cart item in their account will be asked to return the items and go without the food items until their balance is again sufficient.

11. Students will be able to check their balances at the office or on PowerSchool.

USDA Civil Rights Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Section 13 - MULTICULTURAL POLICY

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- *affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;
- *challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- *valuing multiple cultural perspectives; and
- *providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Elmwood-Murdock Public School, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

Section 14 – DATING VIOLENCE

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

For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District’s dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

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

ARTICLE 11 - ELEMENTARY HANDBOOK

**** Please refer to the general K-12 section of this handbook for more information pertaining to the elementary.**

Please pay special attention to the Dress Code and Electronic Devices Sections.

**** The elementary school (Pre-K-6) is located in the Elmwood building.**

Section 1 - ELMWOOD-MURDOCK ELEMENTARY PHILOSOPHY

The philosophy of the Elmwood-Murdock Elementary shall be to provide a positive learning environment where:

- Students develop positive concepts about themselves, other people, the school, the community, and learning.
- Attitudes, aptitudes, and interests of the individual learners are addressed.
- Students are taught basic skills.
- Students develop a continuous interest in learning.
- Students develop the ability to apply learned skills to a changing society.
- Ethical, intellectual, aesthetic, and physical needs are met.
- Parents/Guardians or patrons are encouraged to contribute to the learning environment of the school.

Section 2 - SCHOOL HOURS

The school hours will be from 8:15 a.m. to 3:20 p.m. for all PK-6 students.

The school doors open at 7:45 a.m. Students should go directly to the commons area or the lunchroom if they wish to eat breakfast.

Section 3 - SHUTTLE BUSES

Buses will be available before and after school for students who live in the Murdock area. The shuttle bus will leave Murdock at approximately 8:00 a.m. and will arrive back in Murdock at approximately 3:35 p.m.

Section 4 - CHEATING

Cheating by any means will not be accepted from students enrolled in the Elmwood-Murdock Elementary School. Students found to be cheating will face immediate disciplinary action. This disciplinary action may include grade reductions, detentions, suspension, or expulsion. Students found to have been cheating will receive the necessary due process depending on the disciplinary action taken.

Section 5 - ADMISSION OF PUPILS

Kindergarten: Although kindergarten attendance is not mandatory in Nebraska, it provides the initial introduction to the school. The law provides that any child who reaches the age of five on or before July 31 may attend kindergarten that year. Any student who is not five years old under this provision must wait until the next school term. A birth certificate, a record of immunizations, physical examination, and visual examination are required for kindergarten registration. Students that reach the age of 5 between August 1 and October 15 may contact the school regarding the requirements for early admittance to kindergarten.

Section 6 - ELEMENTARY MEAL PROGRAMS

Parents are reminded that students who purchase a lunch will continue to be provided with milk as part of the lunch program. At this time, we also offer the opportunity for students in grades 5 and 6 to purchase seconds such as a main dish, vegetable, roll/butter, etc. when available.

Breakfast is also available for the elementary students. We ask that parents have their child/children to school by 8:00 a.m. so that they may have time to eat breakfast before the bell rings to begin school. Students may enter the building at 7:45 a.m.

Parents can check on the status of their child's/children's lunch account by using PowerSchool or by contacting the school office. Notes are also sent home with the children when accounts run low. It is the parent's responsibility to know how much money is in their child's/children's account.

Further information regarding the lunch program may be found in section lunch/breakfast program. Please contact the office at 402-994-2125, if you have any questions.

Section 7 – FOOD ALLERGIES

We have had some students identified in our school with peanut and tree nut allergies. We have identified some areas in our lunchroom that are peanut and tree nut free. We have also eliminated peanuts and tree nuts from our school menu.

A food allergy is an immune system response to a food that the body mistakenly believes is harmful. Although an individual could be allergic to any food, such as fruits, vegetables, and meats, there are eight foods that account for 90% of all food-allergic reactions. These are milk, egg, peanut, tree nut, fish, shellfish, soy, and wheat.

A small amount of the offending substance triggers the reactions, which commonly occur in the respiratory tract, digestive system or skin in the form of a rash.

A more severe reaction to the allergen that is life threatening is an anaphylactic reaction. Anaphylaxis is a sudden severe, potentially fatal, systemic allergic reaction that can involve various areas of the body (such as the respiratory tract, gastrointestinal tract, and cardiovascular system.) Often students with peanut or tree nut allergies can go into anaphylactic shock from ingesting any form of peanut or tree nut product. Some students have such a severe reaction that just breathing in peanut or tree nut dust can cause a reaction.

Due to these concerns and the potential of other food borne diseases or allergens, we are directing parents not to send homemade treats to school. All snacks and treats must be unopened store bought items. If fresh fruit or vegetables are brought as a snack, please do not prepare or cut at home. We also encourage parents not to bring peanuts or tree nuts as snacks. These restrictions include treats and food for birthdays and other parties. Some bakeries cannot guarantee their products to be nut free because of cross contamination. Please check with the bakery before items are brought to school for students.

Parents may bring baked items for activities that are not during the school day. These activities would include soup suppers, concessions, or other activities that are hosted outside the regular school day.

Thank you for understanding and cooperation.

Section 8 - TARDINESS

Parents need to contact the school if they know their child will be late or tardy to school. If the office has not been contacted, the parents will be notified that their child was tardy to school.

Section 9 - GRADING

Grades will be recorded for each nine-week and semester evaluation. Grade cards are the property of the student and will be issued at the end of each quarter. Report cards will not be distributed to any student until all bills, overdue library books, or other equipment, which the student is responsible for, has been accounted for. Elementary report cards will consist of percentage and/or non-percentage grading systems.

Section 10 - STUDENT PROGRESS AND PARENT INFORMATION

Teachers are encouraged to contact parents regarding their child's progress throughout the year. Friday folders will be sent home each week and contain information about the students' progress and information about school events. Students in grade 3-6 are provided with an assignment book to aid in their organizational skills and to use as a communication tool.

Section 11 - STUDENTS AFTER SCHOOL

Students may be requested to remain after school for disciplinary action or for other reasons deemed necessary. Bus students will be given one full day to make arrangements for transportation.

Section 12 - CLASS PARTIES

Parents are sought each year to assist in arranging class parties. Parents may be asked to contribute some type of store bought snack, treat or other assistance.

Section 13 - PROMOTION AND RETENTION

Students who have not completed their course work satisfactorily in a given year may be retained upon the recommendation of the teacher and approval of the principal. Parents will be consulted prior to the making of a final recommendation in regards to retention.

Section 14 - HOMEWORK

The elementary teachers may assign homework. Homework is to be viewed as an extension of the child's learning in the home. Parents can best assist by providing sufficient time, a quiet place to study and positive support for home study.

Section 15 - S.O.S. (SUPPORT OUR STUDENTS)

The S.O.S. is a parent organization, which raises money and supports the elementary staff and students in a multitude of ways. Parents are encouraged to become involved in the S.O.S. Please contact the school for more information.

Section 16 - STUDENT COUNCIL

The Student Council will be made up of representatives from grades 4-6 and will assist in parties and other activities.

Section 17 - INTEREST, ENCOURAGEMENT, AND APPLICATION

- Take an interest in what your child is doing in school. Ask questions about the things that he/she is studying. Demonstrate that you think learning is important.
- Help your child choose interesting books from the library (school and city). Read to children and have them read to you.
- Plan enrichment activities, which are related to your child's studies.
- Assist him/her in getting information about topics being studied in school. Take advantage of opportunities such as travel and special guests.
- Set an example for your child through your own behavior. Children are more likely to read if they see their parents enjoy reading.
- Encourage the child to write a diary, invitations, friendly letters, and notes of thanks.
- Have the child help with a task you do at home. Cooking, marketing, gardening, sewing, carpentry, and other activities are all areas in which children can learn by doing.
- For more information about homework and how you can help your child learn, talk with your child's teacher or the school principal.

Section 18 - FORMS TO BE RETURNED TO SCHOOL

Please return to school the following forms located in the handbook:

- 1.) Receipt of Parent-Student Handbook
- 2.) Elmwood-Murdock Acceptable Use Policy Form
- 3.) Application for Free and Reduced Meals (if applicable)
- 4.) Authorization to Disclose Health Information
- 5.) Authorization to Display Students Work
- 6.) Authorization to receive School Notifications

ARTICLE 12 – JUNIOR HIGH HANDBOOK

Section 1 – JUNIOR HIGH MISSION STATEMENT

The Elmwood-Murdock community and school system are committed to the maximum development of each individual student's unique abilities and talents. The Junior High will offer an education program that responds to the needs of junior high students. It is committed to cultivating a respect for the individual and encourages students to make sound personal choices and decisions. Students will have opportunities to develop academically, emotionally, and physically; study economic and cultural issues; recognize lifetime work and leisure options; and develop aesthetic sensitivities and caring supportive relationships with peers, siblings, parents, and other adults.

Section 2 - CHEATING

Cheating by any means will not be accepted from students enrolled in Elmwood-Murdock Junior High. Students found to be cheating will face immediate disciplinary action. This disciplinary action may include grade reductions, detentions, suspension or expulsion. Students found to have been cheating will receive the necessary due process depending on the disciplinary action that is taken. See section on Academic Integrity.

Section 3 – CATCH'E-M BEING GOOD

Staff members will have "Catch E-M Being Good" cards available to award to students for recognition of excellent behavior, helpfulness, consideration of others, etc. Students will turn cards into the office to be eligible for prizes.

Section 4 - HONOR ROLL

At the end of each quarter, students in grades 7-8 who have made outstanding scholastic records of 86% or more in all classes, will have public mention made of their records. It is hoped that a large number of students will be eligible for this honor. Students who make honor roll will receive a certificate of recognition at the end of each quarter.

Section 5 - PROMOTION AND RETENTION

In order for a student to be promoted to the next grade level, all four core subjects (English, Social Studies, Science and Math) must be passed. A student may not be promoted to the 8th or 9th grade if he/she has not passed all four core subjects per semester. Passing in a course/class will be determined by averaging the two semester scores. A student who has a score below 70% when grades are averaged will fail the course for the semester. Students who have failed one or more core subjects must take the course over at their own expense, and have prior administrator approval. The needed credit retrieval must be done in a formal summer school program, through a summer correspondence course, through an internet web based course taken during the summer, or retake the previous grade level in the following school year. All course work **MUST BE** completed satisfactorily before being passed to the next level, and have prior approval of the administration.

PARENTS WILL BE NOTIFIED OF FAILING GRADES THROUGHOUT THE SCHOOL YEAR: The principal or guidance counselor will contact parents regarding the possibility of retention. **SOMETIME AFTER MAY 1**, the teacher, principal or guidance counselor, will conference with parents regarding the student's lack of progress and areas to be recovered. A decision regarding retention will be made prior to June 1st.

Retention and promotion of special needs students are dependent upon their IEP or 504 plan.

Section 6 - STUDENT COUNCIL

The Student Council will be made up of three representatives from each class. The Council will assist in organizing school parties and other activities during the year.

Section 7 - EXPLORATORY CLASSES

Grading in exploratory classes may be on a satisfactory/unsatisfactory basis or percentage grades. Students who are on the Honor Roll must be satisfactory in all exploratory classes using the satisfactory/unsatisfactory grading system.

Section 8 - STUDENT DRIVING/PARKING

At no time during the day are cars driven by students permitted to leave the parking lot, unless given permission by the school principal. Student parking is limited in Murdock to the lot located on the north side of the school. Student parking in any other place is prohibited. Special attention should be given not to park in an area that

would cause a road to be blocked or make it difficult for truck deliveries. Students should not park on north side of Art/Ind. Tech building.

Section 9 - STUDENTS IN THE BUILDING

Non-bus students should not arrive before 7:45 a.m., unless under the direct supervision of a sponsor. Junior High students may go to lockers and classrooms after the 8:05 a.m. bell.

Section 10 - TARDIES

A student is considered tardy when he/she arrives at school after the 8:10 a.m. bell, through the time of 8:20 a.m., according to the main school clock. Any time after 8:20 a.m. students will be considered absent for first period. For period's 2-8 students arriving to class late and without a pass shall be considered tardy. The first tardy of a semester the student will be given a warning. On the second tardy, of the semester the student will be given a 30-minute detention. For each additional tardy during the semester, an additional 30 minutes will be added. If being tardy for school becomes persistent than it is up to the principal to decide whether a stricter penalty shall be enforced. Some absences due to extenuating circumstances may be accepted after parent contact. The first 10 minutes late will be considered a tardy; 11 minutes will be considered an absence.

Section 11 - STUDENTS AFTER SCHOOL (DETENTIONS/EXTENDED OPPORTUNITY CENTER)

Students may be requested to remain after school for disciplinary action or for other reasons deemed necessary. Teachers and administration reserve the right to administer detentions/opportunity center and the following criteria will apply: Detentions/Opportunity Center will not accumulate. Students assigned the detention/opportunity center will have the prescribed time to serve the detention/opportunity center with the assigning teacher or administrator. (Bus students are given one full day in order to make the necessary arrangements for alternate transportation.) Alternative time for serving detentions/opportunity center may be set with approval of the teacher/principal assigning the detention/opportunity center. All office detentions will be served after school only.

If the detention/opportunity center is not served within the prescribed time, the student's name is turned into the office. (Serving the detention at a later time will not count.) When the principal receives the first notice of the detention not served, a conference is held with the student, parents will be contacted and a double detention will be assigned for missing the first. A second consecutive un-served detention results in the student being placed on an immediate one day suspension or a Saturday School may be given as an alternative (for first time suspensions only).

Section 12 - LATE ASSIGNMENTS

The classroom teacher will determine classroom procedure and/or disciplinary actions regarding late assignments on an individual basis. Opportunity Center may be assigned for late assignments. The academic achievement ladder will be followed. Completion contracts will be made and parents will be contacted.

Section 13 - REMINDER TO FILL OUT APPROPRIATE FORMS

Please see the back of the Parent-Student Handbook for various forms which may need to be filled out and returned to the school as is appropriate for your child. Please read and follow the directions carefully checking both the front and the back of each form. As always, if there are questions please call 402-867-2341.

ARTICLE 13 - HIGH SCHOOL HANDBOOK

Section 1 - CHEATING

Cheating by any means will not be accepted from students enrolled in Elmwood-Murdock High School. Students found to be cheating will face immediate disciplinary action. This disciplinary action may include grade reductions, detentions, suspension or expulsion. Students found to have been cheating will receive the necessary due process depending on the disciplinary action that is taken. See section on Academic Integrity.

Section 2 - TARDY POLICY

A student is considered tardy when he/she arrives at school after the 8:10 a.m. bell, through the time of 8:20 a.m., according to the main school clock. Any time after 8:20 a.m. students will be considered absent for first period. For periods 2-8, students arriving to class late and without a pass shall be considered tardy. The first tardy of a semester the student will be given a warning. On the second tardy of the semester the student will be given a 30-minute detention. For each additional tardy during the semester, an additional 30 minutes will be added. If being tardy for school becomes persistent then it is up to the principal to decide whether a stricter penalty shall be enforced. Some absences due to extenuating circumstances may be accepted after parent contact. The first 10 minutes late will be considered a tardy; 11 minutes will be considered an absence.

Section 3 - HONOR ROLL PROCEDURE

A student must have all A's (94-100) to be listed on the High Honor Roll, for the quarter and/or semester. To be on the Honor Roll for the quarter and/or semester, a student must have all A's (94-100) and B's (86-93). On non-graded courses, a student must have satisfactory (S) or equivalent in all classes. Students taking college credit courses where grades will not be added to their high school transcripts will not be counted towards honor roll. For the purposes of Honor Roll dual credit courses will not be included, band or vocal is also not included in GPA.

Section 4 - STUDENTS AFTER SCHOOL (DETENTIONS/EXTENDED OPPORTUNITY CENTER)

Students may be requested to remain after school for disciplinary action or for other reasons deemed necessary. Teachers and administration reserve the right to administer detentions/opportunity center and the following criteria will apply: Detentions/opportunity center will not accumulate. Students assigned the detention/opportunity center will have the prescribed time to serve the detention/opportunity center with the assigning teacher or administrator. All office detentions will be served after school only. (Bus students are given one full day in order to make the necessary arrangements for alternate transportation.) Alternative time for serving detentions/opportunity center may be set with approval of the teacher/principal assigning the detention/opportunity center.

If the detention/opportunity center is not served within the prescribed time, the student's name is turned into the office. (Serving the detention/opportunity center at a later time will not count.) When the principal receives the first notice of the un-served detention/opportunity center, a conference is held with the student, parents will be called and a double detention/opportunity center will be assigned for missing the first. A second consecutive un-served detention/opportunity center will result in the student being placed on an immediate one day suspension or a Saturday School may be given as an alternative (for first time suspensions only).

Section 5 - LATE ASSIGNMENTS

The classroom teacher will determine classroom procedure and/or disciplinary actions regarding late assignments on an individual basis. Opportunity Center may be assigned for late assignments. See Academic Achievement Ladder. Completion contracts will be made and parents will be contacted.

Section 6 - STUDENT DRIVING/PARKING

Students are always expected to follow the rules of the road when driving, however, if a student chooses to drive around a school bus stop arm or creates any potential danger to students who are riding a school bus the authorities will be contacted and consequences will be given. Consequences may include but will not be limited to detentions, suspensions, or expulsions. Loitering in the parking lot before or after school will not be tolerated you will be asked to leave and/or given appropriate consequences.

At no time during the day are cars driven by students permitted to leave the parking lot, unless given permission by the school principal or in automotive care class. Student parking is limited in Murdock to the lot located on the north side of the school. Student parking in any other place is prohibited. Students must park between the posts in parking lot. Special attention should be given to not park in an area that would cause a road to be

blocked or make it difficult for truck deliveries. Students should not park in the area on the north side of the Art/Ind. Tech building.

Section 7 - STUDENT COUNCIL

The students of Elmwood-Murdock Public Schools have the privilege of choosing representatives to serve on the Student Council. One of its purposes is a means of student expression for the improvement of our school. Each class will elect up to 6 representatives in the fall. Within the 6 people chosen per class, an advisory board will be selected by the sponsor,

Section 8 - RESPONSIBILITIES OF STUDENT COUNCIL

1. Coordinates Homecoming and Veterans Day and other activities.
2. Discuss student concerns.
3. Discuss concerns with administration and staff and make suggestions to eliminate concerns.
4. Conduct other activities as assigned by school administration.

Section 9 – HOMECOMING

Homecoming will be held during the fall activity season with the coronation of King & Queen taking place at a varsity football game scheduled by the administration.

The student council sponsor will supervise the Homecoming week's activities. The Student Council will coordinate all Homecoming events. Homecoming bonfires will not be held on school grounds and are not considered school-sponsored activities. Students and staff are strongly discouraged from attending such activities.

Section 10 - GUIDANCE

Helping students develop and discover their talents and abilities, the Guidance Counselor is available to assist students, parents, and school staff in answering questions and solving problems that may develop during the school year. Information regarding class registration, dropping and adding classes, national and local testing, and career and post high school options are provided through the Guidance office. Please feel free to seek out this information at your convenience.

All students, middle school and high school alike, meet with the counselor routinely to discuss their projected course work selections in light of career interests/aspirations and assessment information. As students register for classes with the counselor, each year their educational plan is updated and revised to meet the goals and needs of the student.

Our high school students will have the opportunity to interact with universities, colleges, community colleges and trade school admission counselors during each school year. College recruiter visits will be posted in Schoology. Appointments are made and posted near the counselor office. Representatives meet with students during the senior high lunch period in the old gym. Many post-secondary schools and the Armed Forces are guests every year. We also have schools come from Kansas and Iowa. This time of visitation is a great way to demonstrate to students that their education at E-M is preparing them for their future. Seniors seeking to finalize their post-education choices, have the opportunity to make two visits their senior year. Juniors will be able to attend one college visit 2nd semester of the junior year. After determining their date of their absence and PRIOR to the date they will be gone, a parent must notify the office of the absence due to a college visit. Their missing assignments should be arranged with teachers prior to them leaving. It will only be marked as a college visit if the school is notified prior to the date of the visit AND the student checks into the office with an approved notification from the college that they were an attendance on campus on the date that was stated. A college visit will not count towards their eight days. Any additional visits (1 junior and 2 senior year) would be counted as an excused absence and count towards their eight days.

Section 11 – SENIORS

The school counselor seeks to assist seniors and their parents during their senior year in many ways. First and foremost is communication when needed. There will be class meetings, information given individually or as a whole group, with announcements, flyers and on the District Webpage/social media. Information includes career information, scholarship information (national, state, and local), ACT testing and college fair information. One of the most important meetings for seniors and their parents is the Education Quest Financial Aid meeting led by our Education Quest representative. Our meeting date and time can be located on the school calendar. Education Quest Foundation is a private, nonprofit organization providing FREE financial aid services. They schedule meetings with each Nebraska high school to meet the needs of graduating seniors. Topics addressed at the meeting are:

scholarships, grants, work-study, student loans, PIN numbers, FAFSA filing, and Award letters, just to list a few.

Senior Year Timeline

As soon as possible after its Oct. 1 release, students must complete and submit their Free Application for Federal Student Aid (FAFSA®), at fafsa.gov, along with any other financial aid applications their chosen school(s) may require. The student/parent should submit their FAFSA® by the earliest financial aid deadline of the schools to which the student is applying, usually by early February. Refer to the FAFSA: Applying for Aid section of this site as they go through the application process.

After submitting the FAFSA, the family should receive their Student Aid Report (SAR) within three days to three weeks. This document lists the answers to the questions on the FAFSA and gives some basic information about the aid eligibility. Quickly make any necessary corrections and submit them to the FAFSA processor.

Students must register for and take the standardized tests required for college admission. Check with the colleges of interest to see what tests they require.

Apply to the colleges of interest. Prepare your applications carefully. Follow the instructions, and PAY CLOSE ATTENTION TO DEADLINES!

- Retake the ACT
- Narrow your college selection
- Make campus visits
- Talk to admission representatives who visit your school
- Attend the college fair nearest you
- Complete 3-4 college applications
- Apply for scholarships (especially at the colleges your made application_
- Create a resume

Winter

- Prepare for the FAFSA
- Apply for a PIN at www.pin.ed.gov (student and parent)
- Attend the financial aid program with your parents in November
- Use the College Funding Estimator to estimate your FAFSA results
- File the FAFSA online at www.fafsa.ed.gov or make an appointment with Education Quest for free assistance
- Expect acceptance letters from the college you made application
- Apply for scholarships – Deadline is usually March 31 for all scholarships.

Section 12 - SCHOLARSHIPS

The counselor receives scholarship information from national, state and local sources. All communication will be shared with the seniors through a Schoology course. The information will be shared through a PDF in their senior course with the counselor. Especially for our local donors, the counselor publishes the Scholarship Handbook each year. Local scholarships are listed either as “Foundation Scholarships” or “Local Scholarships”. Students will receive an electronic booklet in early winter allowing them to pursue, with their parents, and select which scholarships they plan to make application. The counselor communicates with the donors and the students during the process. All scholarship winners are published in the seniors’ graduation program in a separate insert.

Section 13 - PLEASE PLAN TO BEGIN YOUR SCHOLARSHIP SEARCH IN YOUR JUNIOR YEAR.

Information regarding specific requirements for obtaining scholarships may be obtained from the particular school. Frequently the college catalogs provide the essential information concerning scholarships. Applications for scholarships must be made before a definite date in each case.

Section 14 - COLLEGE ENTRANCE REQUIREMENTS

Colleges establish two kinds of entrance requirements: (1) those which specify the number of credits which must be completed in certain subject areas; and (2) those which specify other qualifications such as rank in class, scores on entrance examinations and special scholastic aptitude tests, demonstrations of leadership, student activity participation, etc. Students should review the entrance requirements of the colleges they wish to attend and plan their high school experiences to meet those requirements. Consult the Guidance Counselor regularly to plan your academic schedule in order to meet the requirements for admission.

Section 15 - CUMULATIVE RECORDS

The principal shall keep, or cause to be kept, such permanent and cumulative records as may be prescribed and shall promptly furnish or cause to be furnished such reports and other information as may be prescribed or required by the superintendent.

Section 16 - ELMWOOD-MURDOCK ACADEMIC HONORARIUM

At graduation, students will be recognized for academic excellence during their high school careers. Graduating seniors with an accumulative grade point average between 3.5 and less than a 4.0 will graduate with *"Academic Distinction."* Those students graduating with *"Academic Distinction"* will receive a white honor cord to wear during graduation ceremonies to symbolize this level of academic achievement. Graduating seniors with an accumulative grade point average of 4.0 and above will graduate with *"High Academic Distinction."* Those students graduating with *"High Academic Distinction"* will receive a gold honor cord to wear during graduation ceremonies to symbolize this level of academic achievement. Courses that are not included in the calculation of the GPA are not included in the Elmwood-Murdock Honorarium. They include the second year of instrumental music, vocal and dual credit courses.

Section 17 - HONOR ROLL

At the end of each quarter, students in grades 9-12 will have public mention of their outstanding scholastic records. It is hoped that a large number of pupils will be eligible for this honor. Students who achieve Honor Roll will receive a certificate of recognition at the end of each quarter and each semester. Students taking college credit courses where grades will not be added to their high school transcripts will not be counted towards honor roll.

Section 18 - STUDENT AWARDS

1. Perfect attendance for 1 year - Certificate
2. Yearly average grade of 95% or above – Principal's Scholastic Certificate
3. Top student in each subject matter area - Certificate
4. Top student in each course - Certificate
5. Students who have achieved High Honor Roll for all four quarters - Scholastic Certificate
6. Athletics - Letter "EM"
7. Music - Three and Four- Year Certificate
8. Scholar Athlete Awards – Silver 90% to 94% Gold 95% to 100% - Medal

Section 19 - ADVANCE COLLEGE PLACEMENT

Any student who is judged by the counselor to be capable of college-level work while in high school may be permitted to do so and will be given assistance in enrolling in advanced courses. If the counselor recommends admission to a college-level course, the student may enroll in a course for college credit. If the student wishes to receive high school credit for the course, he/she may request permission from the principal, through the counselor, to apply the course toward high school graduation requirements. Advanced college placement will be paid for by the family.

Section 20 - BAND UNIFORMS/AWARDS

Normal upkeep and care of band uniforms are the responsibility of the student. Students will be held financially responsible for the damage or loss of a uniform. Refusal to pay costs will permanently exclude the student from band and cause the withholding of records and credits. A yearly fee will be charged for the cleaning of band uniforms. Band members (pep band) requested to play at athletic contests will be admitted free.

Section 21 - LETTERING CRITERIA FOR VOCAL AND INSTRUMENTAL MUSIC

Lettering criteria for vocal and instrumental music will be the responsibility of the classroom instructor. Instructors will provide lettering criteria at the beginning of the school year. Questions need to be directed to the classroom instructor.

Section 22 - COMMENCEMENT

Seniors who have graduated may be excused from classes after commencement. ALL OBLIGATIONS TO ELMWOOD-MURDOCK SCHOOLS MUST BE COMPLETED PRIOR TO FINAL SIGNATURES BEING PLACED ON THE DIPLOMA AND THE SENIOR HAVING ATTAINED "GRADUATE" STATUS.

To qualify for the diploma, seniors must complete all requirements, including 250 appropriate credit hours.

Specific requirements are explained with the course outline available in the office. Seniors will purchase their own tassels. Caps and gowns will be black in color.

The Valedictorian will be the student with the highest scholastic ranking in the graduating class. The Salutatorian award will go to a member of the graduation class with the second highest scholastic ranking. The Valedictorian and Salutatorian will speak at the graduation ceremony and are required to have the principal approve the speeches prior to the ceremony.

Section 23 - STUDENTS IN THE BUILDING

Non-bus students should not arrive before 7:45 a.m., unless under the direct supervision of a sponsor.

Section 24 – CATCH'E-M BEING GOOD

Staff members will have “Catch E-M Being Good” cards available to award to students for recognition of excellent behavior, helpfulness, consideration of others, etc. Students will turn cards into the office to be eligible for prizes.

Section 25 – SENIOR PICTURES

It is customary to place a senior's final school picture in the yearbook, hall display frame, and senior video for the year in which they graduated. The requirements for these pictures are:

- a. No unapproved props
- b. No tattoos and piercing that do not meet the student appearance rules can be pictured
- c. School appropriate clothing
- d. Vertical
- e. **All pictures are due into the office by January 31st**