

2019-20 STUDENT/PARENT HANDBOOK

MISSION STATEMENT

The mission of the Wallace Public School is to provide a quality education that empowers our students with the knowledge and skills to succeed in an ever-changing world.

INTENT OF HANDBOOK

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Wallace School District 65-R. This handbook has been approved and adopted by the Board of Education, and its contents are considered to be policies of the Board of Education. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day or school year. 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 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.

SCHOOL PERSONNEL

BOARD OF EDUCATION

Mr. Gavin McClintock, President
Mrs. Cindy Christensen, Vice President
Mrs. Lila Koop, Secretary
Mr. Josh Friesen, Treasurer
Mr. Seth Hasenauer, Member
Mr. Grant McClintock, Member

ADMINISTRATION

Mr. Tom Sandberg, Superintendent/K-6 Principal
Mr. Joel Ferguson, 7-12 Principal
Mrs. Stephanie McConnell, Guidance
Mr. Eric Miller, Activities Director

FACULTY

Kindergarten	Mrs. Codi O'Brien
Grade One	Mrs. Kim Sullivan
Grade Two	Mrs. Korene Flaming
Grade Three	Mrs. Laura Brown
Grade Four	Mrs. Krystal Sauser
Grade Five	Mrs. Jolene Christener
Grade Six	Mrs. Cherie McClintock
Title I Reading/Math	Mrs. Sharon Vote
Resource	Mrs. Rachel Hanson
Resource	Mrs. Phyllis Johnson
Art	Mrs. Melissa Nelms
Business, Computer Aided Manufacturing	Mr. Richard Lee
English; 9-12	Mrs. Samantha Garrison
English & History 7-8	Mrs. Danielle Snider
FCS, Math, Science	Mrs. Nicole Ferguson
History	Mr. John Kershaw
Library, Technology	Mrs. Debra Jameson
Math	Mrs. Elizabeth Hock
Math, Spanish	Mrs. Christy Sheets
Music	Mrs. LaDonna Swedberg
Physical Education	Mr. Eric Miller
Science	Mr. Ross Dinwiddie
Vocational Agriculture	Mrs. Lisa Kemp

OFFICE STAFF

Mrs. Betty Frederick, Bookkeeper
Mrs. Vicky White, Secretary

INSTRUCTIONAL PARAPROFESSIONALS

Mrs. Larae Buresh, Mrs. Jodi Nelson, Mrs. Susan Gilmore
Ms. Ella Jameson, Mrs. Tina Daniels, Mrs. Shey Strawder

BUS DRIVERS

Mrs. Linda Gier, Mrs. Donnie Hasenauer, Mrs. Becky Manary,
Mrs. Mary Lempke, Mr. David Lempke, Mrs. Tina Daniels

ACTIVITY BUS DRIVERS

Mrs. Lila Koop, Mr. Larry Seger, Mr. David Lempke, Mr. Jim Koop

MAINTENANCE STAFF

Mrs. Jennifer Fosbinder, Head Custodian; Mrs. Denise Maline, Assistant Custodian
Ms. Tonya Anders, Assistant Custodian

FOOD SERVICE STAFF

Mrs. Holly Lundvall, Head Cook; Mrs. Janet Gartrell and Shey Strawder, Assistant Cooks

TELEPHONE NUMBERS

Phone: 308-387-4323
Supt. FAX: 308-387-4322
High School FAX: 308-387-4357

SECTION I: GENERAL INFORMATION

CLOSING SCHOOL DUE TO SEVERE WEATHER OR FOR A CHANGE IN CALENDAR

Parents and students who have registered with the school to receive closing information from Apptegy will receive closing announcements by text on cell phones they have designated for that purpose. The school also participates with the WeatherThreat announcement network which places our closing announcement on many local TV and radio stations. You can also view weather closing announcements by going to NTV's website. Choose the WEATHER tab and then choose the WEATHER CLOSING tab. Announcements for a school closing that is not due to weather will be made with the automated calling system (Apptegy).

If severe weather conditions develop during the day and school is dismissed early, the school will use the announcement procedures described above. Extra-curricular practices and activities will also be cancelled when adverse weather conditions exist. NSAA/RPAC activities may cause certain exceptions to this regulation. Notice of early dismissal and bus departures will be announced as soon as possible.

During severe winter weather, snow bound bus route students will not be counted absent when conditions at and near your home are such that you should not get out. Missed school work will still need to be made up.

BREAKFAST PRICES

K-6	\$1.80
7-12	\$1.80
Adult	\$2.50

LUNCH PRICES

K – 6	\$2.65
7 – 12	\$2.90
Adult	\$3.85

ADMISSION PRICES / ACTIVITY PASSES

Admission prices for athletic events. Not valid for conference tournaments.

Student Admission	\$4.00
Adult Admission	\$5.00

Annual passes are available. Not valid for conference tournaments.

Student Annual Pass	\$20.00
Adult Annual Pass	\$50.00
Family Pass	\$100.00

Family pass is defined as parents or guardians and children of K-12 school age or younger residing at the same address. RPAC conference passes will admit only the named individual to any conference event, contest or tournament free of charge. Children will not be admitted free by virtue of parent assigned conference pass.

GOLDEN AGE PASS QUALIFICATIONS

- * Anyone 65 years of age or older
- * ~~Resident of school district or grandparent of option student~~
- * Must present the pass to the ticket taker
- * Passes are good for life
- * Contact the Bookkeeper if you qualify for a Golden Age Pass

BUILDING HOURS

The school building will be open at 7:55 AM each school day morning to admit the general student body. Students must be cleared of the building by 4:00 PM each afternoon, unless under the supervision of a teacher. Students are not permitted to use school facilities on Saturdays, Sundays, evenings or holidays, unless a sponsor is present.

ELEMENTARY DAILY SCHEDULE

7:45 Teachers arrive at school
7:50 Teachers present in classroom
7:55 Student warning bell
8:00 School begins

Kindergarten noon will be the same each week.

Grades 1-3 noon will be rotated each week.

Grades 4-6 noon will be rotated each week.

K	11:15-11:40 lunch	11:50-12:20 recess
1st	11:30-11:50 lunch	11:55-12:25 recess
2nd	11:35-11:55 lunch	12:00-12:25 recess
3rd	11:40-12:00 lunch	12:05-12:25 recess
4th	11:45-12:05 lunch	12:10-12:40 recess
5th	11:50-12:10 lunch	12:15-12:40 recess
6th	11:50-12:10 lunch	12:20-12:40 recess

MONDAY THRU THURSDAYS:

3:33 PM K-6 school day ends
3:45 PM Buses depart school
4:00 PM Teachers may depart

FRIDAYS:

2:33 PM K-6 school day ends
2:40 PM Buses depart school
2:45 PM Teachers may depart

SECONDARY SCHEDULE OF BELLS

7:50 Teachers present in classroom
7:55 Student Warning bell
8:00 First Period begins
8:50 First Period ends
8:52 Second Period begins
9:42 Second Period ends
9:44 Third Period begins

10:34	Third Period ends
10:36	<u>Fourth Period</u> begins
11:26	Fourth Period ends
11:28	<u>Fifth Period</u> begins
12:18	Fifth Period ends
12:18	Lunch Period begins
12:48	Lunch Period ends
12:50	<u>Sixth Period</u> begins
1:40	Sixth Period ends
1:42	<u>Seventh Period</u> begins
2:32	Seventh Period ends
2:34	<u>Eighth Period</u> begins
3:35	Eighth Period ends
3:45	Buses depart

***Early dismissal on Fridays: 2:32 (NO 8th Period on Friday)**

***8th Period meets longer on Monday through Thursday**

VISITORS

People who come into the school to see a student or teacher must stop in the office first. Students and teachers are not called from classes unless in an emergency. All visitors are required to report to either the Superintendent’s Office or the High School Office upon entry to the building. Students who wish to bring a visitor must have office approval one day in advance of the visit. Pre-school age children will not be permitted to visit classes unless they are accompanied by an adult. Please limit these visits to a maximum of one-half of one school day.

SCHOOLWIDE TITLE I PROGRAM

Wallace School is a School-wide Title I School. The school receives Title I funds for students K-6. Parents of these students may request information regarding the professional qualifications of the student’s teacher. The District will provide this information to the parent in a timely manner.

TITLE I FAMILY ENGAGEMENT POLICY

Wallace School District commits to meeting all requirements of the ESSA (Every Student Succeeds Act) as they apply to all Title I programs conducted within the District. This Policy and all procedural steps included in the implementation of this Policy have been developed jointly with parents and will be reviewed, evaluated regarding its effectiveness, and updated annually at a scheduled meeting for this purpose, held at a convenient time for staff and parents. Parents are encouraged to provide input into such review, evaluation and possible revisions. This Policy will be distributed to all parents annually, in a language that parents can understand.

The District recognizes the unique needs of students who are being served through the Title I Program and stresses the importance of parental involvement in the academic success of their children. Opportunities will be provided for parent involvement in their child’s education in the following manner:

1. Parents will be involved in the planning, review, and improvement of the Parent Involvement Policy and School-Parent Compact through at least one annual meeting held at a convenient time

and in a language that parents can understand.

- An annual meeting will be held with parents to inform them about their child's participation in the Title I Program, explaining what Title I is and the requirements associated with it. This meeting will be held each fall.
2. The District will strive to provide opportunities for parents to participate in decisions related to the education of their child/children. These opportunities include but are not limited to:
 - Annual Parent Meeting
 - Parent-Teacher Conferences
 - A Climate Survey
 - Family Nights
 3. Parents will be provided timely information regarding the District's curriculum, academic assessments used, and proficiency levels expected of all students. This information will be given through a variety of communication methods including:
 - The student handbook
 - Standardized Tests results
 - The school newsletter
 - Parent-Teacher Conferences
 - Progress reports and report cards
 4. Parents will be provided assistance, opportunities, and/or materials to help them understand the topics relating to their child's academic achievement in a format, and when feasible, in a language they can understand. This includes participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. Some of these opportunities include but are not limited to:
 - Reading and Math take home activities
 - Reading Night
 - Math Night
 5. Parents of all students are welcome and encouraged to get involved with their child's/ children's school and education. This includes parents with limited English proficiency, parents with disabilities, and parents of migratory children.
 - Translators will be provided when needed.

CONTAGIOUS OR INFECTIOUS DISEASES

Whenever a child shall apparently show symptoms of any contagious or infectious disease, such child shall be sent to his/her home immediately, or as soon as safe and proper conveyance can be found. The child shall not be permitted to return to school until a written permission slip is signed by the doctor and presented to the Superintendent.

Students that need to take medication during school hours must bring the medicine to the Superintendent's office with the Medication Permission Form that is included in the fall enrollment packet. This form provides all the needed information to insure proper use of medication. The medicine

must be in the container labeled by the pharmacy or physician, with the directions for administration. If a child becomes ill at school, the teacher or principal shall segregate such child from other children until such time as he/she can be returned to his/her home.

Students will be exempt from school for the following communicable diseases and period of time:

1. Measles: One week and until symptom free.
2. Three Day Measles (German Measles): Until rash is gone.
3. Mumps: One week and until swelling is gone on both sides.
4. Chicken Pox: One week, but may come back after one week, even with dry crusts, if symptom-free and no elevated temperature. No books or papers may be sent home.
5. Streptococcal Infection: May return to school 48 hours after on an antibiotic.
6. Ringworm, impetigo, scabies and conjunctivitis (pinkeye): Must remain out of school at least one day and until treatment has begun.
7. Hepatitis: Refer close personal contacts to family physician.
8. Head Lice: Exclude from school until first treatment. Re-treatment in ten days and re-examination by school nurse is recommended.
9. Send home any child with a temperature of over 100 degrees. Temperature must be normal twenty-four hours before returning to school.

ADMINISTRATION OF MEDICATIONS AT SCHOOL

NO over the counter OR prescription medication will be given at school without a written authorization from a physician, as well as a completed Parental Authorization Form from the parent/guardian.

Students needing to take ANY medication during school hours must bring the medicine to the Superintendent's office, accompanied by a signed permission form from the authorizing physician and a signed permission form from the parent/guardian. THIS INCLUDES ALL OVER THE COUNTER MEDICATIONS (Tylenol, Advil, cough syrups, decongestants, antacids, etc. as well as prescription medications). This form provides all the needed information to insure proper use and administration of all medications.

The medications must be in the purchased or prescribed container, labeled by the pharmacy or Physician, with directions for administration.

The above procedure for administration of medication at school is in accordance with Title 92 of the NEBRASKA DEPARTMENT OF EDUCATION.

COMPLAINTS CONCERNING SCHOOL PROCEDURES, INSTRUCTIONAL MATERIALS, AND OTHER NON-EMPLOYEE ISSUES

Philosophy: Problem solving works best when the problem is addressed by the parties directly concerned.

Procedure: All persons who are employees or students within the school and patrons within the community are encouraged to observe the following procedures when complaints are heard concerning school procedures, instructional materials, or other non-employee issues related to the operation of the school:

1. Listen to the facts presented by the person voicing a complaint.
2. Determine whether or not the complaint has been made to the appropriate employee.

3. If the complaint has not been made to the appropriate employee of the school, assist the complainant in the process of contacting and informing the appropriate school employee.

COMPLAINTS CONCERNING SCHOOL PERSONNEL

Philosophy: Problem solving works best when the problem is addressed by the parties directly concerned.

Procedure: All employees and school board members are encouraged to observe the following procedures when complaints are heard concerning school personnel:

STEP 1. INFORMAL MEETING TO FIND RESOLUTION

Encourage the person voicing the complaint, hereafter identified as “the complainant”, to contact the appropriate employee. The best course of action is to have the employee and complainant meet face to face to resolve the problem. It is never a good idea to voice a complaint to an employee in the heat of the moment. In the case of complaints concerning athletic coaches, the appropriate time to speak with the coach is not immediately following the contest. Complainants are to wait forty eight (48) hours before contacting the coach to set up an appointment. Failure to wait this forty eight hour period may result in suspension from attendance at extra-curricular activities.

STEP 1 POSSIBLE OUTCOMES:

- A. The matter is resolved between the employee and complainant. No need to proceed to Step 2.
- B. The matter is not resolved at Step 1. The complainant may choose to proceed to Step 2.

STEP 2: FORMAL WRITTEN COMPLAINT AGAINST AN EMPLOYEE:

- A. Complaints not filed in accordance with the procedure below shall not be recorded, acted upon, or in any other way given recognition by the School District.
- B. A complaint against an employee shall be in writing on the Patron Complaint Form, shall be signed by the complaining party, and shall specify the details of the complaint and include all supporting evidence of which the complainant is aware.
- C. Complaints against an employee shall be filed with the administrator who supervises that employee.
- D. Upon receipt of a signed complaint, the administrator shall meet with the employee to discuss the complaint and the employee’s response to the complaint. Prior to the meeting, the employee shall be provided a copy of the written complaint and shall acknowledge receipt of the complaint.
- E. Prior to the administrator taking any action on the complaint, the employee shall be given the opportunity to submit a written response. In addition, the employee shall have the right, and is encouraged to request a meeting with the complaining party and the appropriate administrator.
- F. If the administrator determines that the complaint is to become part of the employee’s evaluation, the employee shall be notified in writing.

PATRON COMPLAINT FORM

DATE: _____

Complainant Name: _____

Address: _____

Home Phone: _____

Business Phone: _____

Name of Person Complained Against: _____

Date of Action Causing Complaint: _____

Complaint: (Attach additional sheets as necessary)

Supportive Evidence and/or Witnesses: (Attach copies of materials if necessary)

Signature of Complainant

SECTION II: STUDENT CONDUCT

AREAS OF PROHIBITED STUDENT CONDUCT – LEVEL I

Classroom Conduct K-12

The common goal of students, parents, faculty and administration of Wallace Public School is to maintain a school atmosphere that is conducive to learning. Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Wallace, all students are expected to comply with item #1 below and refrain from items #2 through #17:

1. Come to class prepared: Students will bring assignments, classroom supplies, materials, or equipment appropriate to that class. Book bags in the classrooms must be in designated areas.
2. Cheating/Plagiarism/Forgery: Examples of cheating, plagiarism, and forgery include sharing work, taking another student's work, obtaining a copy of a copyrighted material, passing someone else's work for your own, tampering with report cards, passes, or any other school record, including forging parents or a school official's signature.
3. Defiance/Disrespect/Non-Compliance: Defiance, disrespect, and insubordination include gestures, eye rolling, talking back, not following directions, not asking permission, or any type of refusal to cooperate with school personnel. Students will use the proper name of all faculty members; (Mr., Ms., Mrs., Coach).
4. Destruction of Property: Student deliberately impairs or damages the usefulness of school/personal property, which includes graffiti/ defacing property.
5. Dress Code Violation: Students must wear clothing that is within the dress code guidelines as printed in the handbook.
6. Fighting/Physical Aggression: Actions involving physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, spitting, pushing, choking, biting, slapping, scratching, pinching, etc.)
7. Food/Drinks: Pop, juice, sport drinks, candy, all food items are not allowed in the school building or classrooms, except for special occasions as determined by the teacher. Gum chewing and water bottles will be allowed at the discretion of the teacher.
8. Harassment/Bullying: The Wallace Public School will not tolerate any form of bullying and/or harassment. Any intentionally hostile or offensive verbal, written, electronic, graphic, demonstrative, or physical intimidation, frightening, oppressing, or adversely controlling a student, any intentionally hurtful, demeaning, or disparaging acts, words, symbolic representations, or behavior used by a student or students.
9. Inappropriate Behavior: Inappropriate behavior includes but is not limited to: causing an interruption in a class or activity, sustained loud talk, yelling, screaming, noise with materials, horseplay or roughhousing, sustained out-of-seat behavior, obscene material, tipping of chair or desk, sitting on desks or heat registers, poor sitting posture, heads down on the desk, running in the halls, use of electronic devices for personal use during class time without teacher permission, obnoxious bodily noises, unsafe movement between classes, not being where your pass indicates, not going directly to where your pass indicates.
10. Inappropriate Language: Use of inappropriate language or any disrespectful gestures written, verbal, or electronic are not allowed. This includes all profanity and slang derivations of profanity, racial or homosexual comments.

11. Computer and Internet Policy Violation: The use of equipment, computers, network resources, and the internet is a privilege; not a right. Any inappropriate use will result in a cancellation of those privileges. See the handbook for a complete list of rules.
12. Not showing up for a detention.
13. Nuisance Items: Anything not requested as a supply item by the teacher may be considered as a nuisance item. This list includes but is not limited to; cell phones, video games, laser pointers, head phones, any electronic devices, playing cards, trading cards, toys of any kind, rubber bands, white-out, etc. Head phones and cell phones may be allowed for use in classrooms at teacher's discretion.
14. Students will not leave their seat without permission: Teachers may provide general instructions for lab/study hall situations that may alter this responsibility.
15. No talking Without Permission.
16. Tardy/Skip Class: Students are to be in their seats and ready for class on or before the tardy bell. Students will not leave class/school without permission.
17. Theft: Student is in possession of, has passed on, or is responsible for removing school property or someone else's property.

Discipline Report

Supervisory adults (teachers, coaches, paraprofessionals, substitute teachers, bus drivers, office staff, lunch room staff, custodial staff, and administrators) may provide appropriate warnings for misbehavior and then proceed to consequences if misbehavior continues. Consequences include loss of privileges, time-out, office referral, parent conferences, detention, in-school suspension, out of school suspension, and eventually expulsion.

If a detention is assigned, the detention will be 30 minutes in length to be served either before or after school. Students who ride the bus and whose parents are unable to transport them may serve two lunch periods in the office in lieu of one 30 minute detention before or after school. The classroom teacher will schedule the day and time the detention is to be served. The principal will schedule the day and time the detention is to be served when multiple detentions are received in the same day, and when detentions are assigned by supervisory adults other than classroom teachers.

Detentions will be scheduled to be served no sooner than the next day unless the teacher or principal makes other arrangements with the parent/guardian. The student will sign the detention and take a copy home to the parent on the same day. The parent will be responsible for the student's transportation home after the detention is served for after-school detentions, or to school for before-school detentions. The parent will need to contact the school if the student is not able to serve the detention because of an appointment or other commitment. Ball practice, Scouts, 4-H, etc., will not be considered as an appointment or commitment to keep the student from serving the detention.

Consequences for numerous detentions

Students will serve in-school suspension for having received numerous detentions during a school year in accordance with the following chart:

- Detentions 1 through 5 (after receiving the 5th detention) = 1 day
- Detentions 6 through 10 (after receiving the 10th detention) = 1 day
- Detentions 11 through 15 (after receiving the 15th detention) = 2 days
- Detentions 16 through 20 (after receiving the 20th detention) = 3 days
- More than 20 = at the Principal's discretion

AREAS OF PROHIBITED STUDENT CONDUCT: LEVEL II

Grounds For Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment.

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.

A. DEFINITIONS AND PROCEDURES

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 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 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 from school and on school 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.

- 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:

I. STUDENT DRESS CODE

- 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:

GRADUATION: All caps and gowns are purchased by the school district and will be kept at the school until graduation day. No alterations to the gown, cap, mortar board or tassel will be allowed.

2. Students will be restricted from attending school if their attire includes any of the following:
 - a. Students will be dressed in such a manner as not to interfere with the academic and extra-curricular activities which constitute their course of daily study at school.
 - b. Students will be dressed in a manner which would be perceived by the community at large as in standard taste. The building Principal's opinion on standard community taste will be the deciding factor. Common sense and discretion are invaluable when determining what is appropriate or inappropriate. Just because you can buy it at a store does not mean that it is suitable for the school setting. If you question the appropriateness of something, please call the school in advance if you need more information. Styles continue to change, and the administration will make changes accordingly and inform students of these changes. The only exceptions to the dress code rules would be situations under the supervision of a school sponsor. Students whose attire is found to be in violation of this dress code may be required to change into more appropriate clothing. Violation of this dress code may result in detention or suspension.
 - c. 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.
 - d. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
 - e. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - f. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
 - g. Head wear including hats, caps, bandannas, and scarves.
 - h. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
 - i. Clothing or jewelry that is gang related.
 - j. Shoes, boots or sandals must be worn at all times
 - k. The wearing of clothing with holes, slashes or cuts will not be permitted if they depart from cleanliness, neatness, good taste and decency.
 - l. Clothing usually worn as undergarments may not be worn as outer garments

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 may be issued a school owned Tee shirt, may be given zip ties for belt loops, or be may be assigned to in-school suspension for the remainder of the day if clothes are not brought from home and the student refuses the Tee shirt or zip tie remedies. 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.

II. 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.

III. 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.

IV. REMOVAL OF STUDENTS AND INTERVIEW OF STUDENTS BY LAW ENFORCEMENT OFFICIALS

In dealing with law enforcement officials, Wallace School District 65-R' employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with District operations or educational programming.

1. Removals of Students by Law Enforcement Officials

Law enforcement officers should not be permitted to remove a child from school while the child is properly in attendance, without permission of the child's parent or guardian, except when legally authorized to do so. (See Neb. Rev. Stat. §49-801 for more information).

Law enforcement officers may in the line of duty require a student to accompany him or her for questioning or detention either with or without an arrest warrant. A peace officer has the lawful authority to take immediate temporary custody of children under the age of 18 with an arrest warrant, or without a warrant or order of the court when:

- (a) the child has violated a state law or a municipal ordinance and such child was eleven years of age or older at the time of the violation, and the officer has reasonable grounds to believe such child committed such violation and was eleven years of age or older at the time of the violation;
- (b) the child is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the child's protection;
- (c) the officer believes the child to be mentally ill and dangerous as defined in Neb. Rev. Stat. §71-908 and that the harm described in that section is likely to occur before proceedings may be instituted before the juvenile court;
- (d) the officer has reasonable grounds to believe that the juvenile has run away from his or her parent, guardian, or custodian;
- (e) a probation officer has reasonable cause to believe that a juvenile is in violation of probation and that the juvenile will attempt to leave the jurisdiction or place persons or property in danger; or
- (f) the officer has reasonable grounds to believe the juvenile is truant from school. (Neb. Rev. Stat. §§43-418 and 43-248).
- (g) the officer has reasonable grounds to believe the child is immune from prosecution for prostitution under subsection (5) of section 28-801; or
- (h) the child has committed an act or engaged in behavior described in subdivision (1), (2), (3)(b), or (4) of section 43-247 and such child was

under eleven years of age at the time of such act or behavior, and the officer has reasonable cause to believe such child committed such act or engaged in such behavior and was under eleven years of age at such time.

If a peace officer or probation officer requests to take custody of a student who is at that time under the control and jurisdiction of Wallace School District 65-R, the following action is to be taken:

- (a) Establish Authority to Remove. The student should be released after appropriate measures are taken and documented to ensure that the officer has the authority to take the student.
- (b) Notify Local Law Enforcement. In some instances there may be orders for custody of a student served by the officers with authority to arrest from outside the jurisdiction of Wallace School District 65-R. Local law enforcement should be contacted and requested to participate in or monitor the removal.
- (c) Notify Parent of Removal. When a principal or other school official releases a minor student to a peace officer 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 student to the officer and the place to which the student is reportedly being taken. Provided, however, when a minor student has been taken into custody as a victim of suspected child abuse, the principal or other school official is not required to notify the parent or guardian, but shall provide the peace officer with the address and telephone number of the minor student's parents or guardian.

A student should not be released to a private detective or "special police officer" who is not an officer of a Nebraska political subdivision or an officer of an agency of the federal government without consent of the student's parent, guardian or custodian.

2. Interviews of Students by Law Enforcement Officials

Law enforcement officers and other law authorities should be urged to contact students for questioning outside the instructional day and off school premises whenever possible. When it is appropriate that such questioning occur, the following guidelines are to be followed:

- (a) Interviews not related to District Events. If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to Wallace School District 65-R, questioning should not take place until the student's parent, guardian or custodian has been contacted and permission is given for such interview. The consent should be documented. The presence of a school employee during the interview is not necessary.

- (b) Interviews Related to District Events. If the investigation relates to an incident which took place on school premises or during instructional time, it is not necessary to obtain consent of the student's parent, guardian or custodian. In these situations, an employee of the District should be present during the interview to ensure that the interview relates only to the incident which took place on school premises or during instructional time or something which is directly related thereto.
- (c) Child Abuse or Neglect. If an investigator represents that an interview is necessary to collect information concerning an allegation of child abuse or neglect or an offense involving a family relation and it is clear that obtaining parental consent for the interview would be impossible or counter-productive, the interview may be conducted without consent of the student's parent, guardian or custodian. In these situations, an employee of Wallace School District 65-R should be present during the interview to ensure that the interview relates only to those matters.
- (d) Probation Officer Interview. A probation officer assigned to a student by a court may be allowed the opportunity, on request, to interview a student on school premises. In such situations, it is neither necessary nor desirable that a District employee be present during the interview. It also is not necessary to obtain the consent of the parent, guardian, or custodian.

See Board Policy 5413 for additional information.

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.
2. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent.
3. If the superintendent deems further action appropriate, said party shall either send by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision. 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 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 by 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 superintendent in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 5. In the event that the superintendent 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 superintendent 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 of schools shall appoint a hearing officer.

Hearing Procedure

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

officer shall have the discretionary authority to continue from time to time the hearing. In addition the hearing officer may continue the hearing upon any good cause.

5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Wallace Board of Education at any reasonable time prior to the hearing.

6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, the 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 parents or guardian or their legal representative.

8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.

9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

10. Review by Superintendent. The superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the superintendent may not impose a more severe sanction than that imposed by the hearing officer.

11. Notice of Determination. Written notice of the findings and recommendations of the hearing

officer and the determination of the superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the superintendent shall take immediate effect.

12. Appeal to Board of Education. The student, student's parents or guardian may, within seven school days following the receipt of the superintendent's decision, submit to the superintendent of schools a written request for a hearing before the Wallace Public School's Board of Education.

13. Review by Board of Education. Upon receipt of the request for review of the superintendent's determination, the Wallace Public School's Board of Education, or a committee of not less than three members, shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness.

The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the superintendent's disposition of the case if it finds his/ her decision to be too severe, but it may not impose a more severe sanction. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

SUSPENSION AND / OR EXCLUSION OF QUALIFYING HANDICAPPED STUDENTS

The suspension or exclusion of qualifying handicapped students from school or the bus shall be governed by this policy and its rules.

Short Term (non-emergency) Suspension of Qualifying Handicapped Students

1. A handicapped student may be suspended for one to five days for infractions defined in the Parent/Student Handbook or established as Board policy. That decision is made by the IEP Team and the team education program (IEP) prior to the suspension.
2. Implementation of the one to five day suspension requires that timely notice of the suspension shall be delivered within twenty-four hours or such additional time as is reasonably necessary by any of the following methods:
 - a. Written notice hand delivered to the parent/guardian with written verification of receipt obtained from the parent/guardian
 - b. the Superintendent of Schools
 - c. if eighteen years of age or older, the student, if said student is capable of understanding the purpose and content of the notice
3. An IEP Team meeting shall be conducted prior to the end of the suspension period or within a reasonable period of time as is necessary after the return to school.
4. Short term suspension shall be defined as temporary removal not to exceed five days during the

school year. Short term suspensions shall not occur consecutively.

Emergency Exclusion (removal) of Qualifying Handicapped Students

If in the opinion of the principal/designee, he/she has justifiable reason to believe that an IEP Team meeting cannot be convened prior to exclusion because of an emergency situation, then he/she may immediately exclude the student for a period not to exceed five days. An emergency situation is defined as one in which the student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process.

Within twenty-four hours or such additional time as is reasonably necessary of the student's exclusion the principal/designee shall provide written notice to the parent or guardians and the student of the exclusion alleged charges, and scheduled IEP meeting and specify the time and place. The parent and/or guardian shall also be requested to attend the IEP meeting. Within the up to five day exclusion period, the principal/designee shall convene the IEP Team following all standard procedures as established in NDE Rule 51.

The IEP Team shall review the student's program and shall determine if the handicapping condition is a precipitating factor of the inappropriate behavior. That decision shall be recorded on the IEP and that information shall be used to revise the student's IEP to reflect (1) the need for the use of exclusion as a disciplinary tool or management strategy, and/or (2) to modify the educational program and/or; (3) to change the educational placement, and/or (4) to indicate that the handicapping condition is not a precipitating factor and therefore the student is expected to behave in accordance with the rules established in the Parent/Student Handbook and Board policy. Parents shall be requested to attend the IEP meeting and shall be notified of the IEP Team's decision(s) if they have not participated in the meeting.

The principal/designee shall notify the superintendent/designee of all emergency exclusions within twenty-four hours or such time as is reasonably necessary. After the IEP and team meeting, the principal/designee shall notify the superintendent/designee of the committee's decision(s).

Long Term Suspension and Exclusion of Qualifying Handicapped Students

Long term suspension and exclusion of handicapped students shall not be defined as excluding the student from public education as may occur with non-handicapped students. Long term suspension and exclusion is defined as a change in placement from one program to another, modifying current program, assignment to a program in another district, residential, homebound, etc.

Alternative Education Programs or Plans For Expelled Students

In the event action is being taken to expel a student from this school district, the Administration shall select one of the following described educational options to be made available to the expelled student during the period of expulsion, to-wit: (1) An alternative school, class, or educational program (hereinafter referred to as an "alternative program"); or (2) The development of a plan of behavior modification, educational objectives, and financial resources and community programs available to meet the behavioral and educational objectives, and monthly reviews to assess the student's progress toward meeting the specified goals and objectives. The superintendent or superintendent's designee shall make known to the expelled student which of the alternative educational options the administration has selected for the student's expulsion. Such information shall be made known to the expelled student on or before the date the expulsion becomes effective. An expulsion becomes effective, as to a student who

has been given a written notice of a recommendation to expel, on the earliest of the following dates: (1) if the student, parent, or guardian has not requested a hearing, the sixth school day following receipt of the notice of the recommendation to expel, (2) if the student has requested a hearing, the date the student, parent, or guardian receives notice of the determination of the superintendent or superintendent's designee to expel the student, or (3) such other date as may be mutually agreed by the student, parent, or guardian and the administration.

A. ALTERNATIVE EDUCATION PROGRAM:

The approved alternative programs are: (1) community-based programs, (2) home-based programs, (3) specialized tutorial experiences, and (4) distance-learning. The Board of Education may, from time to time, approve other alternative programs and may approve specific alternative programs and may enter into contracts for the provision of such specific alternative programs. To the extent that the alternative programs are to be provided on-site, the individuals responsible for providing such on-site alternative program shall hold a valid Nebraska Teaching or Administrative Certificate. To the extent that the alternative program is to be community-based or off-site, such alternative program shall be planned in cooperation with and monitored or supervised by a school district staff member who holds a Nebraska Teaching or Administrative Certificate. Alternative programs may be conducted at times other than the regular school day.

The superintendent or superintendent's designee shall determine which alternative programs shall be made available to each specific expelled student based on a consideration of the interests of the school district and the student's educational and behavioral objectives and needs, as determined in the discretion of the superintendent or the superintendent's designee. If a parent or guardian refuses to participate or have their expelled child participate in the alternative programs made available, the district shall have no further obligation with regard to the provision of an alternative program. The superintendent or superintendent's designee shall establish a specific date or time within which the parent or guardian shall be required to state in writing an agreement to participate in the alternative program. As a condition of participation in alternative programs which involve the payment of tuition or other similar expenses, the student, parent, or guardian may be required, as a condition of such alternative program being available, to agree in writing to pay the tuition or other similar costs for such program in the event the expelled student fails to successfully complete the program.

The standards of student behavior and cooperation required of students in the regular programs of this school district shall also be required of expelled students throughout the entire time period of the alternative program. Additional standards may be established in each specific program and for each specific expelled student. If the expelled student fails to meet the required standards of student behavior or cooperation, the student may be further disciplined by disciplinary punishment up to and including expulsion for an additional period of time beyond that being served by the expelled student. Further, if the expelled student fails to meet any of the conditions of the learning program, the district may, by action of the superintendent or superintendent's designee, terminate the alternative program for the expelled student. A due process hearing substantially in compliance with the statutory provisions for suspension and expulsion of students shall be made available, unless waived by the parent or legal guardian.

Upon preapproval by the superintendent or the superintendent's designee, academic credit towards graduation or advancement in grade level shall be available to students participating in alternative programs for expelled students. The academic credits to be awarded shall be equal to the same academic credit a student in the school district's regular educational program would earn for completion of a

similar educational program, as determined at the discretion of the superintendent or superintendent's designee. Such academic credits shall not be earned unless the expelled student has successfully completed the conditions of the alternative program, as determined by the teacher and the superintendent or superintendent's designee. The superintendent or superintendent's designee shall determine whether or to what extent such academic credits should be assigned to subject area or other specific graduation or advancement requirements. The achievement mark (i.e., grades) assigned for such academic credits shall not be available to the advantage of the expelled student for honor roll, class rank, or other academic honors or recognition.

B. EDUCATION PLAN PROGRAM:

If the administration elects not to provide an alternative education program outlined in subparagraph A. above, the following procedures shall be followed prior to expelling a student unless the expulsion was required by subsection (4) of the Neb. Rev. Stat. § 79-283; said procedures being as follows, to wit:

(1) A conference shall be called by a school administrator and held to assist the district in the development of a plan with the participation of a parent or a legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice.

(2) The plan shall be in writing and adopted by a school administrator and presented to the student and the parent or legal guardian.

(3) The plan shall:

(a) Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided,

(b) Identify educational objectives that must be achieved in order to receive credits toward graduation,

(c) Specify the financial resources of the community programs available to meet both the educational and behavioral objects identified, and

(d) Require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

The school district shall submit such plan on the form "Section 79-266(2) Plan" attached to this policy as Appendix "1".

Legal Reference: Neb. Rev. Stat. §79-266
NDE Rule 17

APPENDIX "1"

SECTION 79-266(2) PLAN

Student: _____

Date and Participants: _____

(List parent or legal guardian, school representative, and community or agency representative)

(a) Guidelines and Consequences for Behaviors

The student has been recommended for expulsion for conduct as specified in correspondence and memoranda recently provided to the student and the student's parents or guardian. This conduct has had the effect of preventing the student from achieving the desired benefits from the educational opportunities provided. The student is expected to conform his conduct to the school rules for which he has been recommended for expulsion and all other established school rules. Further disciplinary measures, including possible future expulsions, can result from future violations of such behavioral guidelines and expectations.

(b) Educational Objectives

In order to graduate, the student needs to receive the credits listed in Attachment "A", subject to future modifications in graduation requirements.

(c) Financial Resources and Community Programs Available

The financial resources and community programs available to meet the educational and behavioral objectives identified in this plan include school resources (e.g., upon return from the recommended expulsion, counseling with the school counselor, and meetings with the school administration and teachers) and community organizations which assist young people (e.g., civic organizations, local college and university programs, and community college programs).

(d) Monthly Reviews & Other

During the period of the expulsion, the student shall be required to attend monthly reviews with the Principal or designee to assess the student's progress toward meeting the specified goals and objectives. The student shall be responsible for contacting the named school official to schedule the monthly meetings. (Attach separate sheet for any additional information or terms of plan).

Dated this _____ day of _____, 20____, adopted by the school administrator after a conference held to assist the district in the development of the plan with the participation of a parent or legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved in juvenile justice, and presented to the student and parent or legal guardian at the conference prior to the student being expelled in accordance with law.

Adopted by _____
[Administrator]

Attachments: Attachment "A" (academic credits needed to graduate or other, if applicable)

SEXUAL HARASSMENT

Sexual harassment of any student by any individual under the jurisdiction of the Wallace School District is prohibited as a violation of law and board policy. Persons deemed to have engaged in sexual harassment shall be subject to disciplinary action. Unwelcome sexual advances and other verbal or physical conduct of a sexual nature shall constitute sexual harassment, when submission to this conduct is used as a basis for any decision affecting a student's educational standing, a condition for enrollment or participation in any class or school sanctioned activity, or creates a hostile, intimidating or offensive environment for the student.

A student who believes he/she has been sexually harassed, or persons knowing of incidents of alleged

sexual harassment, should notify the superintendent, principal or a staff member. Such notification shall be considered confidential and any type of retaliation against a person filing a complaint is prohibited. False allegations of sexual harassment are also prohibited. The complaint shall be made within thirty (30) days of the alleged incident. Allegations of sexual harassment will be thoroughly investigated, as outlined in Board of Education Policy #5401. A complete copy of Policy #5401 may be obtained from the superintendent's office.

WEAPONS

The Board believes weapons and other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school may be expelled for a period of not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. Firearms kept in a locked firearm rack that is on a motor vehicle or that are contained within a private vehicle operated by a nonstudent adult that are not loaded are also exempt. Firearms also may be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such display shall also be exempt from this policy.

SEARCH AND SEIZURE

Student hallway lockers, athletic lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of student lockers may be conducted in the discretion of the administration.

The following rules shall apply to the search and 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 rule violation.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat

to educational purpose may be seized by school officials. Any firearm shall be confiscated and delivered to law enforcement as soon as practicable.

3. Items which are used to disrupt or interfere with the educational process may be removed from student possession.

4. At any time a Drug Dog may be used throughout any part of the school facilities and/or parking area. The random search will be done by the proper authorities, during this search for the safety of the students and staff, the school will go into a lock down procedure.

DRUG COUNSELING AND TREATMENT

It shall be the policy of Wallace School District 65R to provide information to all students concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within fifty miles of the administrative offices of the district or, where no such services are found, within the state of Nebraska. Information concerning such resources shall be presented to all of the students of the district.

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

Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw

Pursuant to the provisions of the No Child Left Behind Act, parents will be notified that, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent 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.

Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco.

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol or tobacco on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable 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.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

Disciplinary Sanctions

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. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

STUDENT LOCKERS

1. Student lockers, be they athletic lockers or hallway lockers, are assigned by the Principal for the convenience of the students. Please keep them clean, neat, and locked at all times. Do not change lockers with another student without the permission of the Principal, as it is very important for the Principal to be able to locate an individual's locker.
2. All lockers are to be locked at all times.
3. The lockers are school property, and can be opened and searched by School Administrators at any time. Keep your locker locked at all times, as the school is not responsible for lost items.

RESTROOMS

1. With the cooperation of all students, the restrooms can be kept neat, clean, and in good operating condition. Please help us keep them in good condition for everyone.
2. Normally, teachers will not permit students to go to the restrooms during class time, so breaks between classes should be used for this purpose. During these breaks, please get in and out of the restrooms as quickly as possible to make room for others.
3. Loitering in the restrooms during lunch time is not permitted.

HALLWAYS

1. Proper conduct, walking and polite behavior is expected for safety.
2. Please help keep our halls neat and clean by using trash cans. Please don't litter.
3. If you are in the hallway for any reason when classes are in session, please be as quiet as possible to avoid disturbing other students.

STUDY HALL RULES

1. Every student will be required to bring study materials and will use this as study time
2. Talking between students will not be permitted without the specific permission of the study hall supervisor.
3. A student will be permitted to leave the study hall only with written permission from the study hall teacher.
4. At the end of the period, students will not be permitted to leave until the study hall is neat and clean.

FIRE REGULATIONS

Students are responsible for knowing the Fire Regulations which are posted in each room. During fire drills or in the event of an actual fire, students will stay in line, refrain from talking, move quickly without running, and obey all instructions without question. Supervisors of students will call the roll as soon as the class had cleared the building. After the all clear is given, students are to return to their classes.

LIBRARY

1. Every student who uses the library is expected to help keep it neat and clean. All materials used are to be returned to their proper place so that others may locate and use them.
2. The hours of operation and the procedures for checking out materials will be posted by the librarian.
3. Quiet talk and polite behavior are expected in the library at all times.
4. Students who want instruction in how to use the library may contact any teacher who will arrange instruction periods with the librarian.

STUDENT AUTOMOBILES

1. Students are not authorized the use of automobiles during the school day, including the lunch period, without permission of the Principal or Superintendent. Students are not to sit in automobiles at any time during the school day.
2. Students who drive in a reckless or dangerous manner in the vicinity of the school will be reported to the proper law enforcement officer.
3. The primary student parking area is east of the main building. Parking automobiles in the school vehicle parking area, including the bus parking area, is prohibited at all times. Parallel parking is prohibited. Use common sense and be considerate of others when parking your vehicle.
4. Students driving on permits are reminded they are only valid to drive to and from school by the shortest possible route.

USE OF TELEPHONE

1. Students will not be called from classes to answer telephone calls, except in the case of an emergency. The office personnel will take a message to be given the student between classes.
2. Students will not be permitted to make telephone calls, except during the lunch period or between classes, unless an emergency exists.
3. School telephones are for school business only.

CELL PHONES / ELECTRONIC DEVICES

Cell phone usage, including texting, video, pictures and all other applications contained in a cell phone, is not allowed in the school building during class periods and between class periods without the permission of the Principal. Students will be allowed to use their cell phones before school, after school, and during the lunch hour in designated areas assigned by the principal. Restricted areas will always be restrooms and locker rooms. The principal reserves the right to take this right away from individual students who abuse this privilege. The teachers maintain the right to make the students place their cell phones in an assigned area that is visible in their classrooms at their discretion. Cell phones that are used inappropriately are to be confiscated and can be picked up at the end of the school day in the Principal's office. After the 3rd time the student's phone has been taken, the student's parents will have to pick up their child's cell phone from the principal's office. Appropriate disciplinary procedures will be followed for multiple violations of this rule.

INDOOR GYM RECESS RULES

1. The gyms will be used for recess **ONLY** when it is raining or extremely cold or windy. 20 degrees Fahrenheit wind chill will be the cut off temperature for determining indoor recess.
2. No footballs in the gym.
3. Kindergarten and First Grade - on one half of the gym; and 2nd and 3rd - on the second half of the gym.
4. No dodge ball or kicking balls.
5. The bleachers are not part of the play area.
6. Students not on the gym floor are to sit on the bleachers until the first bell. No excessively rough games will be allowed.

PLAYGROUND RULES

1. Children must get permission from the person in charge of the playground if they need to leave the playground.
2. The track infield defines the boundaries for the playground.
3. All games played are at the discretion of the playground supervisors.
4. Play in sight of the teacher on duty and stay off football and track equipment.
5. Children will not play with sticks, guns, or any sharp objects. Possession of weapons is subject to suspension or expulsion from school.
6. Fighting, pushing, shoving, or carrying anyone on your back is not permitted.
7. No excessively aggressive or rough activities will be allowed.
8. Ball throwing, kicking, or tag games are not allowed on the playground equipment in the playground equipment area.
9. No electronic equipment on the playground, including cell phones.
10. Do not use personal ball gloves or sports equipment during recess.
11. Snow boots are necessary for outside recess when snow is on the ground.

SWINGS: Only one on each swing at a time. No standing up. Jumping off a swing is not allowed. Wait until the swing stops. Children should not stand near moving swings. Swings should not be twisted up.

SLIDES: SIT when you go down the slide. Walking up the slide is not permitted. Objects are to be kept off the slide, feet kept inside, and only one person goes down at a time.

MONKEY BARS: No jumping off.

SNOWY & MUDDY DAYS: Snowball throwing is not permitted on the school grounds. Children will be expected to go out at recess during most cold weather, so proper coats, mittens, hats and boots or overshoes should be worn to school during this weather.

TOYS AT SCHOOL: There are to be no toys brought to school, unless approved in advance by the student's teacher for Show and Tell Time.

UNSAFE BEHAVIOR NOT COVERED BY THESE GENERAL RULES SHOULD BE

HANDLED BY TEACHERS OR PARAS ON RECESS DUTY.

BUS RULES

1. Previous to Loading:
 - a. If you are not riding, call your driver beforehand or contact the preceding family to load.
 - b. BE ON TIME at the designated school bus stops to keep the bus on schedule.
 - c. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
 - d. Do not move toward the front of the bus at the school loading zone until the busses have been brought to a complete stop. Cross in front of the bus only.
 - e. Wait until the bus comes to a complete stop before attempting to enter the school bus.
 - f. Take assigned seat without delay.

BUS CONDUCT

1. Transportation on school buses is a privilege granted by the Board of Education and can be revoked from individual students whose conduct would threaten the safety of others.
Authority is given the individual school bus driver to maintain proper conduct on the school bus, as well as to recommend to the superintendent when action should be taken to remove this privilege from an individual student.
Student conduct on school buses will be handled as a school discipline problem. Any detrimental behavior which could be a safety hazard may lead to suspension of bus riding privileges .
2. While on the bus:
 - a. Keep hands and head inside the bus at all times after entering and until leaving the bus.
 - b. Assist in keeping the bus safe and sanitary at all times.
 - c. Remember that loud talking and laughing or unnecessary confusion diverts the attention of the bus driver.
 - d. Treat bus equipment as you would valuable furniture in their own home. Damage to seats, etc., must be paid for by the offender.
 - e. Never tamper with the bus or any of its' equipment.
 - f. Leave no books, lunches or other articles on the bus.
 - g. Keep books, packages, coats and all other objects out of the aisles.
 - h. Remain in the bus in case of a road emergency, unless directed by the driver to do otherwise.
 - i. Do not throw anything out of the bus window.
 - j. Remain in seats while bus is in motion. (NO STANDING).
 - k. Be courteous to fellow pupils, the bus driver and the driver's assistants.
 - l. Keep ABSOLUTELY QUIET when approaching a railroad crossing stop.
 - m. Parents will be notified if there is a continuous misconduct on the bus. Bus riders may be denied the privilege of riding.
 - n. While on the bus, you are in the driver's charge and you must obey him/her or any student that is officially designated as an assistant, promptly and cheerfully.
 - o. Inform driver, if possible, when a rider will be absent.
 - p. All school rules, regulations and policies apply to all students while riding school buses.

3. After leaving the bus:
 - a. Cross the road, when necessary, after getting off the bus (at least 12 feet in front of the bus), but only after looking to be sure that no traffic is approaching from either direction.
 - b. Help look after the safety and comfort of small children.
 - c. Be alert to the danger signal from the driver.
 - d. Do not leave the bus at other places other than the regular bus stop, unless proper authorization has been given in advance by a parent and school officials.

4. Extracurricular Trips: (Repeated in Activity Section)
 - a. The above rules and regulations would apply to any trip under school sponsorship.
 - b. Students will respect the wishes of a competent chaperone appointed by the school.
 - c. Students riding the bus must return on the bus unless at the activity site the parent or guardian personally signs the Sign-Off Sheet. At each activity the bus driver will have
 - a Sign-Off Sheet which will state that the parents/guardians will assume full responsibility for transporting the student to his/her home. Students are not allowed to ride home with anyone except their parent unless all parents involved have notified in writing the A.D. or principal, 24 hours in advance of the activity.
 - d. Those students not riding the bus to a school sponsored activity will not be able to participate in the activity unless prior arrangements have been made with the sponsor 24 hours prior to the event. If the student becomes ill or an emergency comes up that will not allow him/her to attend the activity, it is the responsibility of the student or parents to inform the sponsor.

5. Change of Bus or Drop or Pickup:
 - a. Change of bus or drop or pickup must have prior permission by a parent explanation note to the Principal for a Bus Pass.

6. Unsatisfactory Bus Conduct Report:
 - a. Bus drivers will complete Unsatisfactory Bus conduct Reports and turn them into the Principal's office for students who fail to abide by the rules and regulations concerning bus transportation.
 - b. Students will receive appropriate discipline and if riding privileges are in jeopardy, the parents will be notified.

SECTION III - ACADEMIC REGULATIONS

CLASSIFICATION OF STUDENTS

1. Grade placement of each student is determined by the number of semester hours of credit earned as follows:

Grade 7 & 8:	The administration will promote or retain students pursuant to school board policy 5201
Grade 9 (Freshman)	Promotion from Grade 8
Grade 10 (Sophomore)	At least 50 credit hours
Grade 11 (Junior)	At least 100 credit hours
Grade 12 (Senior)	At least 150 credit hours
2. Credit for each subject is determined by the number of times the class meets each week and the length of the class period. A class that meets the necessary number of minutes per week will receive 5 hours of credit per semester.
3. A student can be a Student Aide, at the request of an Educator, and at the discretion of the Counselor and Principal.

GRADUATION

Graduation from Wallace Public Schools will be made on the recommendation of the principal and Superintendent to the Board of Education, provided that the student has completed the requirements as established by state law and the Board of Education. Students differ widely in what they bring to the school and in what they expect from school. For that reason, the following are stated as minimums to allow flexibility in the planning of individual programs.

1. Attendance of eight semesters of school.
2. ~~A minimum of 220 credits.~~ To receive a diploma from Wallace School District 65-R, students must accumulate at least 220 credit hours of courses taken either at Wallace School District 65-R or courses taken at other accredited high schools. Students who have transferred from a school which is not accredited or approved must earn a minimum of two year's credit in an approved or accredited senior high school, in grades 10 – 12, with the final semester's credit being earned in Wallace School District. Additional course hours may be required by post-secondary institutions. Requirements vary depending on the institution.
3. Each student's program must include at least the following number of credit points:

a. ENGLISH -	40 HOURS (English 9, English 10, English 11 & English 12 OR Two Semesters of College English)
b. SOCIAL SCIENCE -	30 Hours (Geography, American History & American Government required.)
c. SCIENCE -	30 Hours (9 th Grade Science and Biology required)
d. MATHEMATICS -	30 Hours (recommended Algebra I, Algebra II and Geometry) (40 hours is recommended for University bound students)
e. BUSINESS -	20 Hours (5 hours of Personal Finance required for seniors)
f. CAREER & TECHNICAL-	10 Hours (9th grade Ag Ed 1 semester & FCS or Living Skills prior to graduation required.)
g. FINE ARTS	10 Hours (Music or Art)

- h. PHYS ED & HEALTH- 10 Hours (HEALTH 9 & P. E.)
- i. SPEECH 5 Hours (prior to graduation required)
- i. ELECTIVES 40 hours (a combination of ~~Drama, Speech~~, Ag., Business, Fine Arts, FCS, P.E. etc)

All students in grades 9, 10 and 11 must enroll in a Science and Math class.

Beginning with the Class of 2022, 8th Graders that qualify to take Algebra 1 will not receive high school credit for the class. Determination of placement of an 8th grader to qualify for Algebra 1 is determined through scores in four data points (separate areas), grade in Math 7 class, raw Spring NeSA score, Algebra 1 Placement Test and Spring MAP score. Students that qualify based on the data points will have the option to take Algebra 1 or Math 8. Students that do take Algebra 1 as an 8th Grader will still be required to enroll in a Math class in grades 9, 10 and 11.

Taking Algebra 1 as an 8th grader allows a student an opportunity to take five years of Math in four years of High School.

Programs of recommended study for college prep, technical college prep or vocational training are available in the Counselor or Principal's office.

Exceptions to the above requirements may be authorized only by the Wallace Board of Education.

1. Students graduating from Wallace Public School must attend high school (Grades 9-12) for eight semesters. Mid-term graduation will not be permitted. Grade promotion or grade skipping is prohibited.
2. To be eligible for the salutatorian or valedictorian award, a student must attend Wallace Public School for a minimum of four semesters and meet all graduation requirements. The identification process for the salutatorian and valedictorian will be based upon the class rank of the cumulative grade point average on the 100% grading scale.

TRANSFERS FROM OTHER SCHOOLS

See Board Policy 5003 in Section VIII of this handbook for more information.

CLASS RANK AND GRADUATION

It shall be the responsibility of the High School Principal to determine academic grade point average, class rank and eligibility for graduation, subject to review by the Superintendent.

Grade point average (GPA) shall be maintained for grades 9 through 12. Courses taken prior to 9th grade are not considered for GPA purposes.

CLASS RANK

Class rank is maintained for 9th through 12th grades. Class rank is based on the Wallace School District 65-R GPA. To be considered for class ranking and any honors or awards which are based on class rank or GPA (ie. Valedictorian), students must complete a minimum of four semester of attendance at Wallace School District 65R.

GRADE SKIPPING

Grade skipping is prohibited.

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. Academic Integrity Definitions

The following definitions provide a guide to the standards of academic integrity:

1. "Cheating" means intentionally to misrepresent 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.
2. "Plagiarism" means to take and present as one's own 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.

C. Academic Integrity Sanctions

The following sanctions may occur for academic integrity offenses:

1. Academic Sanction. The instructor may refuse to accept the student's work in which the cheating or plagiarism took place, and assign a grade of "F" or zero for the work. (Elementary students: Incidences of cheating or copying work may result in loss of credit for that assignment or test.)
2. Reports 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.

LATE GRADING POLICY

A district-wide late grading policy provides consistency in how late papers are graded. This policy is divided into three grade level groups: Grades K-3, Grade 4 and Grades 5-12.

In grades K-3, the classroom teacher will continue using the student's free time, such as recess, for finishing class work.

Grade 4 will provide the transition from the primary grades to the upper grades. No points will be deducted if the work is handed in by the end of the day the day the work is due (1st day). 10 percent will be deducted if the work is handed in the next day (2nd day), and 20 percent deducted if the work is handed in two days late (3rd day) or later. Fourth graders will have no more than 30 percent deducted from the percentage grade total if the late work is turned in within 5 days. Any assignments turned in after 5 school days will receive grades of zero. The fourth grade teacher may also assign free time to students to complete work.

Assignments are late in grades 5-12 when they are not turned in at the time the teacher requests them. Students with late papers who turn them in to the teacher by the close of the school day on the day the assignment was due will have 10 percent deducted from the percentage grade total. Students who turn

in papers in to the teacher by the close of the next day (2nd day) will have 20 percent deducted from the percentage total. Assignments that are not turned into the teacher by the end of the 3rd day will receive a grade of zero. The close of the day is defined as 3:45 p.m. on day when 9th HOUR (after school program) is not held, or as 4:30 on days when 9th Hour is held. Late assignments must be turned in to the 9th HOUR supervisor on days when 9th HOUR is held whether the student attends 9th HOUR or not.

9th HOUR (AFTER SCHOOL PROGRAM)

The purpose of 9th HOUR is to provide students in grades 5-12 an incentive to complete their work on time. Unfortunately, many students are not motivated by grades, so educators depend on outside influences to help students complete their work. In the upper grades, outside influences include parents and eligibility for extra-curricular activities. For many students, staying after school is also an effective outside influence.

9th HOUR is a voluntary program in that it is voluntary to the parents. Parents decide if they want their children to participate. If parents want their child to participate, the parents choose whether to have their children stay after school the same day the work was due or stay the next day. 9th HOUR is scheduled in this way so that parents have time to arrange transportation. 9TH HOUR is not a daycare program and it is not a detention hall.

When a student is late with an assignment, the teacher looks to see if the parent signed up for 9th HOUR, and if the student should stay the same day or next day. The teacher then fills out the 9TH HOUR Referral. (Students can also refer themselves to 9th HOUR). The student's responsibilities include notifying the parent if they will be attending 9th HOUR and bringing all necessary material to 9th HOUR. Instructional staff will supervise 9th HOUR and will help the attending students as needed. A copy of the 9th HOUR referral will be mailed to the parent. 9th HOUR is held on Monday through Thursday from 3:45 to 4:30. A sign up form will be provided at the start of the school year and can also be obtained from the school office at any time during the year.

CHEATING AND PLAGIARISM

Incidences of cheating or copying work may result in loss of credit for that assignment or test at the discretion of the teacher.

STUDENT RIGHTS

Any student who desires an explanation, verbally or written, of student rights to due process of law under the provisions of N.R.S. 79-254 thru 294, may contact the Principal for such explanation.

REPORT CARDS AND DEFICIENCY SLIPS

1. Report cards will be distributed during the week following the end of each nine week period. The envelope must be signed by a parent or guardian and returned to the Principal by the following Monday.
2. At the end of the first nine-week grading period and third quarter of each semester, report cards will be given to a parent or guardian at the Parent-Teacher Conference. Report cards will not be released to students until the day following Parent-Teacher Conferences. The schedule for this conference will be sent to parents at least one week prior to each conference. At the end of each semester, the report cards will be given to the students.

- An academic deficiency slip will be sent to the parents of each student who is in a failing status, each week. Teachers may send academic warnings at any time for students in danger of failing a subject.

GRADING SYSTEMS K-12:

Students will receive letter grades and percentage grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent. All courses taken will count equally towards a student's GPA.

<u>JUNIOR/SENIOR HIGH</u>		
<u>LETTER GRADE</u>	<u>PERCENT GRADE RANGE</u>	<u>GPA</u>
A	100 - 93	4.0
B	92 - 86	3.0
C	85 - 77	2.0
D	76 - 70	1.0
F	BELOW 70	0.0

GRADES 3-6 GRADING SYSTEM

A	93 - 100
B	86 - 92
C	77 - 85
D	70 - 76
F	BELOW 70

GRADES 1& 2

99 - 100 = E
 95 - 98 = S+
 83 - 94 = S
 75 - 82 = S-
 BELOW 70 = N

KINDERGARTEN

S = Satisfactory
 U = Unsatisfactory
 N = Needs Improvement

ACADEMIC HONORS

- Special honors received in any class or activity of the school will be recognized on Honors Night in the spring of each school year.
- To determine student academic averages, the school will use a numerical grading system. The numerical grades will be added together and the total will be divided by the number of grades taken during the grading period. The result will be the student's academic average. Each student on the Academic Honor Roll must have all A's and B's.
- Grades in Art, Music, Physical Education and Health will be included in computing the academic averages of students.
- An honor roll board will be maintained for student honor recognition. The students will be recognized at the end of each quarter and each semester. Students can be recognized if their grades are not lower than "C" (Honor Roll). Special recognition will be given to students

receiving all “A’s” (All A Honor Roll). College and dual credit classes will be excluded from Honor Roll.

4. For membership in the National Honor Society, a student must maintain an academic average as established by the NHS Advisor and Principal. Academic average alone, however, does not guarantee membership. Also considered by the faculty committee for selection of members are the qualities of leadership, character and service to the community. Any member whose grade point average falls below the established scholastic level, will be placed on probation for one semester. At the end of that time, if the average has not risen to the acceptable scholastic level, the student will be expelled from the National Honor Society and will never again be considered for membership.

National Honor Society Potential Members

To be considered for membership, students must have a 3.2 grade point average with no semester grades lower than a C to be eligible and, if selected, maintain that average throughout High School. The High School staff that wish to participate, awards each potential member 0 to 5 points for each of the numbered National Honor Society characteristics listed below. Staff members also grade a student essay worth 25 points. After all participating staff members submit scores, the highest and lowest score for each student will be omitted. When points are totaled, students must receive an 86% average to become a member. The National Honor Society Sponsor, Guidance Counselor and High School Principal are not part of the staff members awarding points to students. The National Honor Society Sponsor will total and then average the points.

A committee of five teachers will then complete an audit to total and average points for each student. Students that do not meet the 86% qualifying score, will be given the total number of points from each characteristic to identify their areas of strength and weakness.

SERVICE: Considered to be those actions undertaken by the students, which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. The contributions this candidate has made to school, classmates, and community, as well as the student’s attitude toward service can be reviewed.

1. Volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
2. Works well with others and is willing to take on difficult responsibilities.
3. Willing to represent the class or school in inter-class and inter-scholastic competitions.
4. Participates in some activity outside of school.

LEADERSHIP: May include number of offices a student has held in school or community organizations, as well as those existing outside elected positions including effective participation in other co-curricular activities and they must be verified.

5. Is a leader in the classroom, at work, and in other school or community activities.
6. Successfully holds school offices or positions of responsibility.
7. Exemplifies positive attitudes.
8. Exercises positive influence on peers in upholding school ideals.
9. Demonstrates initiative.

CHARACTER: Consider the positive and negative aspects of the candidate's character. All scores should be free of speculation and rumor.

10. Consistently exemplifies desirable qualities of behavior such as cheerfulness, friendliness, poise, stability, punctuality, and honesty.
11. Takes criticism willingly and accepts recommendations graciously.
12. Upholds principles of morality and ethics and complies with all school regulations.
13. Regularly shows concern, courtesy, and respect for others.
14. Has powers of concentration, self-discipline, and sustained attention.

ACCELERATED READER CELEBRATION FOR GRADES 1 THROUGH 8

Students must meet their AR goal for each quarter in which they are enrolled to be eligible to attend the quarterly and end of year celebrations. 1st graders begin participating in AR at different times depending on their mastery of reading skills. Once 1st graders begin participating in AR, they will need to meet their AR goals for the remainder of the school year to be eligible for the end of the year celebration. Student and teacher will set the AR goals at the beginning of each quarter. Once the AR goal is set, the goal will not change for that quarter. AR points are earned only through AR testing protocol. _Goals will be due by dismissal time on the following dates:

October 17, 2019
December 18, 2019
March 5, 2020
May 7, 2020

TEXTBOOKS

The school will furnish each student with the necessary textbooks. They are expected to last for five years, so they must receive good care. The teacher will inspect each book thoroughly at the beginning and end of each semester and will require the student to erase marks and soiled spots. Students will be required to pay for any books lost or damaged through negligence and will make repairs as directed by the teacher. Replacement cost: New-2 years old: 100%, 3-4 years old: 75%, 5 years old/beyond: 50%. This is based upon the original cost of the book.

DROPPING OR CHANGING COURSES

Courses may be dropped or changed only after consultation between the Principal, Counselor and the student, and with the parent's approval. Courses may be dropped or changed only during the first two days of both semesters unless there are special needs as determined by the Counselor and Principal. No changes will be permitted which will give a student more than one study hall or being a teacher's aide.

ON-LINE COURSE OPTIONS

On-line course options for purposes other than fulfillment of an IEP.

On-line courses are an option for students who need a course for credit recovery, or for a variety of reasons are unable or unwilling to register for a class that is currently being offered. On-line courses do not provide the same level of academic instruction as is received in a classroom, so they should not be viewed as being an equal replacement to an offered course. The following are required as part of an on-line course option:

1. Applies only to current on-line course vendors with which the school has a subscription
2. For grades 9 through 12 only
3. Treated as pass/fail for credit and GPA purposes with a grade of a C is given when the course is passed when the on-line course is completed outside of the school building and school day. Rationale: the school has no control over the degree to which the student taking the course has outside assistance in completing the course. When the on-line course is completed in the school building and during the school day, the student can earn up to the grade of a B upon completion of the course.
4. May be used for credit recovery, taken as a class not available in a student's schedule, or taken for other individual reasons
5. Requires that a Wallace high school teacher serve as a proctor who performs various required functions throughout the course.
 - The teacher needs to agree to serve as the proctor
 - The teacher needs to be endorsed in the on-line course area
 - The teacher will not remind the student to complete the work, nor will the teacher create due dates for lessons, chapters, or units. The teacher may determine the window in which the course is to be completed so that the course is completed in a reasonable amount of time.
 - A fee of \$400.00 is required per course and is due before the start of the course, whether during the school year or over the summer. The fee will be paid to the school who will pass the fee on to the teacher to pay for his/her time away from school to proctor the course. The fee is required because the student will not be using the courses available as part of their free public education and the teacher will be performing work outside of their assigned duties.
6. Students may check out a computer from the school if the course is to be taken over the summer
7. The student and parent will sign a contract to indicate in writing that they understand these expectations for taking an on-line course.

GUIDANCE AND COUNSELING

1. The Guidance Counselor will provide assistance and information to students in the following areas:
 - a. Personal problems
 - b. Academic problems
 - c. Aptitude and achievement testing
 - d. Career information and advice
 - e. College selection and planning

IDENTIFICATION OF LEARNERS WITH HIGH ABILITY (Board Policy 5414)

The Board of Education recognizes that the student population includes students with exceptional academic abilities. Efforts to refer and identify learners with high ability will be made at each grade level. Multiple criteria shall be used for identification purposes and identification efforts shall be inclusionary.

Learners with high ability shall be identified in the academic areas of mathematics, science, social studies, and language arts. Identification of learners in grades 3-11 with high ability in the specified academic areas shall be based on the criteria listed below. Students shall meet two of the following criteria to be identified as a learner with high ability.

- 1) Composite total test score of the 95th percentile or above on a norm referenced test **OR**, 95th percentile or above in math, reading, language arts, science, or social studies; **PLUS** a composite total of 80% or above on the same test.
- 2) A score of above average or higher on a cognitive screening test.
- 3) Teacher nomination.

A listing of students who meet the district criteria for learners of high ability and the areas of high capability of each of those students will be made available to classroom teachers, by the school district administration, within the first thirty (30) days of each school year.

Within the first thirty (30) days of each school year, the school district administration shall make available to parents or guardians of identified learners with high ability information about how their child has been identified.

The administration shall implement the district wide plan for learners with high ability, as such plan is modified from time to time, in accordance with applicable laws and regulations.

SECTION IV - ATTENDANCE POLICY

It is our philosophy and belief that attendance in each and every class and academic activity is most beneficial to each and every student every day classes are in session. In addition, Nebraska State Law establishes that students are to be in school when school is in session. It is further believed that little is gained unless each student is in attendance and participates in the discussion of the class activity each and every day. It would appear that one couldn't contribute to or gain from the discussion of the class unless one is in attendance. Attending all classes and being on time also enables developing habits of punctuality, self-discipline and responsibility.

SCHOOL EXCUSED

School Excused absences include impossible or impracticable barriers outside the control of the parent or child which prevent the 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.

1. Parents should contact the school when their student is going to be absent so that student's safety is assured, as well as provisions made for missed work. School personnel will call the student's home or the parents' place of work if not notified of an absence by 9:00 AM each morning, although this is time consuming and should be avoided with the parent's responsibility of contacting the school when their child is going to be absent. The school number to call is **387-4323**.
2. Students will be given an opportunity to make up the work missed without penalty. The student will be allowed **TWO SCHOOL DAYS TOTAL (does not include Saturday and Sunday)** after returning to complete the assigned work. The student will receive zeroes for any makeup work not completed within the time allowed. The principal retains the right to extend the two-day total amount of time if deemed necessary based on each individual situation.
3. A student will be allowed ten (10) days total absences per semester and only 10 absences per class period per semester. The student who has exceeded a total of ten or more absences per class will be in violation of Wallace School District 65-R School Attendance Policy. There may be cases of long-term illness, hospitalization, and other situations requiring special consideration. These will be considered, preferably before absences, on an individual basis by parents and the administration. A statement (Doctor's Note) must be presented to the Principal's Office within (5) five days after returning to school. Parents will be informed when their child has eight (8) absences per class. Attendance will be recorded on report cards each quarterly grading period.
4. Students who are participating member of a team or group representing an approved activity will have an **AUTOMATICALLY EXCUSED ABSENCE**. Make-up work must be arranged with the teacher before leaving. The District designated on-line program will be available for all 7-12 students from which they can obtain their assignments. Each sponsor/advisor/coach may issue a "yellow make-up sheet" to the students attending an event. The "yellow make-up sheets" must be issued three days in advance of the absence, so the student has time to complete all assignments before the absence. The principal reserves the right to make the decision not to utilize "yellow make-up sheets".

5. If, after being in school, a student finds that he/she must leave, he/she must obtain permission to leave from the Principal or Superintendent BEFORE LEAVING, in order to earn an Excused Absence and make-up privileges.

NOT SCHOOL EXCUSED

Not School Excused absences are absences that may result in a report to the county attorney and may be classified as follows:

- A. 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.
- B. Other absences are those in which the parent has not communicated a reason for the student's absence.
 1. A Not School Excused absence is a cause for concern for parents, teachers, and administration. Truancy is a frequent precursor to academic failure or dropping out. Therefore, Not School Excused absences will be treated seriously.
 2. Students will receive a zero for that day's work of an unexcused absence.
 3. If a student is more than 10 minutes tardy to class without an excused pass from a staff member the student will be counted as an unexcused absence for the class period.
 4. Any student leaving school during the school day must be excused from the office or receive an unexcused absence. Parents will be notified about unexcused absences and the appropriate consequences before they are implemented so that parents have time to respond.

PROCEDURE TO FOLLOW IN CASE OF ABSENCES

1. Students must bring a note from home signed by his/her parents/guardian or the parents/guardian could call the office to inform the school of the absence. The note and or phone call must mention the **REASON** for the absence and the **DATES** of the absence. The note should be taken to the office.
2. Students are responsible for communicating with teachers in regards to absences. (TWO DAYS TOTAL will be given for the students to complete all of his/her make-up work on returning back to school).
3. For planned absences, students are required to have all assignments completed and turned in prior to the absence.

CONSEQUENCES FOR VIOLATION OF ATTENDANCE POLICY

Consequences for students in grades 7-12 in violation of the attendance policy may include but shall not be limited to the following:

1. Zeroes recorded for any make-up work not completed on time.
2. Credit will not be granted for number of absences after ten (10) per class per semester.

DAYS MISSED

1. Students will be allowed **10** days total absences per semester. 1 hour = 1/8 of a day
2. TWO DAYS TOTAL will be allowed after the student returns to school to do make-up work. Work not completed in this time will not be allowed for grading purposes.
3. Pre-arranged absence work is to be completed **BEFORE** leaving school. For the most part, you know when you will be gone. Therefore, you are responsible for getting the work done ahead of time.
4. The County Attorney will be contacted in cases of excessive absences, according to state law.

SPECIAL ABSENCE POLICY

1. Extended absence related to a chronic medical condition will be considered on an individual basis, with input from the attending physician - provided make-up work is done. If a doctor's permit is not given, then each day counts on the total of ten.
2. Death in the immediate family - discretion of administration.
3. Hospitalization and follow-up visits will follow procedure in #1 above. Follow-up visits won't count if work is completed prior to that visit, otherwise, they count.
4. Orthodontists - will not be counted toward the 10 day limit, provided work is made up prior to leaving school, otherwise, it will count toward total. A max of 4 periods per appointment will be allowed.
5. In special cases, the Principal will have the right to make the decision as to the number of days the absence will count. Example: 4-H Honor Delegate.
6. In the above listed, make-up privileges will be granted. If work is not done on time, then no credit will be given and the absence will count.
7. 1/8 of a day equals one hour of class time missed.

STATE AND SCHOOL FUNCTIONS

1. Will be handled as a pre-arranged excuse with a yellow sheet, provided the student is a participant at the event.
2. If the student goes and is not a participant at the event, then each day counts as an absence. Example: going to State Basketball Tournament as a non-participant for two days, will count as two days absence, provided work is done prior to leaving.
3. Any non-participating student wanting to be dismissed for the Wallace Elementary Track meet, Elementary Honors, Graduations, or home Junior High activities during the school day, must have the parent/legal guardian call the office by telephone prior to that day. Prior to leaving, the student must have the work completed for the periods he/she will be absent from class. The parents are required to come to the office and check out their son/daughter on the day of the activity. Such absence falls in the category of Not School Excused.
4. Any non-participating student wanting to be dismissed for out of town school activities during the school day must have the parent/legal guardian call the office by telephone prior to that day. Prior to leaving, the student must have the work completed for the periods he/she will be absent from class. Students will not be excused the day of an activity.

OTHER ABSENCES

1. All other absences will count toward the total of 10 per semester.
2. Senior pictures, dental, doctor appointments, etc., all make-up work needs to be done prior to that absence, unless it is an EMERGENCY. Otherwise, it is **UNEXCUSED** and **NO** work credit will be given.

OUT OF SCHOOL SUSPENSION

Any student who is suspended will be given an opportunity to complete any class work. A grade of zero will be given if the work is not made up. The student will receive full credit for work completed and turned in on time.

TARDINESS

A tardy will be recognized as a student arriving after the tardy bell up to 10 minutes after the tardy bell.

Any student arriving more than 10 minutes late will be marked absent for the period. A student will be granted three (3) tardies per semester, per class. The fourth and subsequent tardies will result in a student receiving a detention for each tardy earned. The detentions will be held with the teacher in which the tardies accumulated.

EXCESSIVE ABSENTEEISM

1. Any administrator, teacher, or school board member who knows of a violation of the compulsory attendance laws is required to report such knowledge to the building principal within three days, at which time the principal will investigate.
2. When counting the number of days absent, the principal will take into account situations in which excessive absence is due to impossible situations or documented illness or documented illness and notification to the Principal's Office has occurred within (5) days that makes attendance impossible or impracticable.
3. Prior to reporting excessive absence to the County Attorney, the principal will meet with the parents and student one or more times in an attempt to solve the problem of the excessive absenteeism by attempting to identify the conditions which may be contributing to the attendance problem.
4. If the child is absent more than twenty days per year and all absences are due to documented illness that make attendance impossible or impracticable, or are otherwise excused by school authorities, the principal may report such information to the county attorney.
5. If the child is absent more than twenty days per year and any of such absences are not excused, the principal shall file a report with the County Attorney on a form which includes one of two statements; either (a) the school principal requests additional time to work with the student prior to intervention by the County Attorney, or (b) the school principal believes that the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends County Attorney intervention.
6. If further action is necessary to address the child's attendance, the initial meeting between the parent/guardian, the school, and the County Attorney shall be at a location determined by the school.

Attendance and Leave of Absences for Pregnant and Parenting Students

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences. (Board Policy 5403)

SECTION V: INTERNET POLICIES

INTERNET USE

It shall be the policy of Wallace School District 65-R to provide educative and curriculum related opportunities to the students of the district by providing tele-computing services by (Internet). By adopting this policy recognizes that access to the Internet, data is available through the Internet and the placing of data onto the Internet may be technically difficult to monitor and control. Software will be installed to attempt to restrict/block access to inappropriate material. It shall, in recognition of the educative and curricular benefits of Internet, be the policy of this district to revoke the privilege of any user who misuses the Internet by engaging in activities not related to the educative purposes or to the curricular offerings of the district.

User access will be prohibited and revoked to any person who uses the Internet for activities such as but not limited to, receiving or inputting pornographic materials; promoting violence; engaging in racial; gender or other slurs; receiving or transmitting information pertaining to dangerous instrumentalities such as bombs; automatic weapons; or other illicit firearms; weaponry; or explosive devices; for engaging in its uses of a defamatory nature; for personal attacks on or "flaming" of another; for engaging in non-educative or non-curricular related conversations; including chat rooms; and for accessing or inputting items of a strictly entertaining or recreational nature not related to the educative purposes or the curriculum of this district.

Additionally, to the extent that it can be reasonably determined by the administration what fees if any have been incurred by a person for non-authorized purposes; it shall be the policy of this district to seek reimbursement and full restitution from the student or his or her guardian, for use of the Internet in a manner inconsistent with this policy.

It shall further be the policy of this district to provide a copy of this policy and Internet guidelines to each student user of the Internet and to his or her parent or guardian.

Internet Safety and Acceptable Use Policy - Board Policy 6800

Internet Safety Policy

It is the policy of the Wallace School District 65-R to comply with the Children's Internet Protection Act (CIPA). 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; and (e) 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.
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

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

- I. 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.

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.
 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.
 7. Users shall not engage in any form of vandalism of the technology resources.
 8. 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.

Sexting

Sexting is defined as the act of sending sexually explicit messages or photos electronically. Although sexting usually occurs via a text message sent between cell phones, digital pictures of sexually explicit subjects are also exchanged using e-mails, iPods, pagers, and social networking sites, such as Facebook.

By bringing cell phones and other devices to school, the student and parents consent to the search of that device when school officials have a reasonable suspicion that such a search will reveal a violation

of school rules. The mere possession of sexually explicit digital pictures on any device is prohibited on school grounds. Sending, sharing, viewing, or possessing pictures, text messages, e-mails or other material of a sexual nature in electronic or any other form on a computer, cell phone or other electronic device is strictly prohibited.

Student Expectations

If a student receives a sexually explicit picture he/she should immediately:

1. report the incident to an adult
2. delete the picture

Both the sender and the receiver of sexually explicit pictures may be punished if the recipient kept the picture.

Consequences for Sexting

Parents will be promptly notified upon the discovery that their child is the subject of or in possession of sexually explicit pictures. School officials will report the existence of sexually explicit pictures of any student to law enforcement to determine whether a crime has been committed and did not immediately delete it.

RISKS OF FACEBOOK AND OTHER SOCIAL NETWORKING

The purpose of this message is to give our students information about the risks of using Facebook and similar social networking sites. These sites are public sources of information. Your school administrators, your parents, and law enforcement may see the information. 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 now on Facebook may affect you years later.

What you say now on Facebook may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking 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 Facebook.

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

- a. Don't forget that your profile and Facebook forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- b. Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- c. People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with the new Facebook 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.
- d. 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 Facebook or the authorities.

- e. 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!
- f. Don't mislead people into thinking that you're older or younger. If you lie about your age, Facebook will delete your profile.

We urge all students to follow these common sense guidelines.

LAPTOP SUSPENSIONS

VIOLATION	1st Offense	2nd Offense
* Unattended Laptop	1 Day	3 Days
* Games, Chat, Skype (Video)	3 Days	7 Days
* Unauthorized System Changes (Includes unauthorized extensions)	5 Days	20 Days
* Inappropriate Use, Care	2 Days	7 Days
* Abuse of Laptop	3 Days	7 Days
* Printing Inappropriately	3 Days	7 Days
* Inappropriate Pictures (Desktop, Screen Saver, Saved File)	10 Days	20 Days
* Inappropriate Internet Site	5 Days	20 Days
* Inappropriate Comments	5 Days	20 Days
* Jr. High - No computer in cart for nighttime charging	3 Days	Days double for each offense
* Jr. High - No charger on laptop cart for nighttime charging	1 Day	Days double for each offense

* The administration retains the right to suspend the student's laptop computer for a longer period of time if the offense warrants or for any offense not listed above. This includes suspending the laptop for the remainder of the semester or school year.

* The third offense will result in the loss of the laptop for a quarter, semester or rest of the school year.

SECTION VI: HOT LUNCH PROGRAM

CAFETERIA

1. Loud talk and rowdy behavior are not permitted in the cafeteria. Students are required to remain in the cafeteria under the supervision of school personnel, after they have finished eating. In addition, students are required to clean up any spilled food or drink.
2. All students will eat in the cafeteria unless they have a class meeting, organization meeting, or pass to see a teacher.
3. Soft drink bottles or cans are not permitted in the cafeteria, unless they are included in the student's lunch brought from home.
4. The school administration is making a real effort to make the cafeteria a pleasant and attractive place for the students. Please cooperate in keeping it clean and in good repair.
5. Students who bring lunches to school are permitted to eat them only in the cafeteria. Students eating hot lunch must eat in the cafeteria, unless attending a special meeting. No food is to be taken from the cafeteria.
6. The use of the pop machines during the period from one-half hour prior to lunch, until one-half hour after lunch (10:45 AM thru 1:20 PM) is prohibited.
7. Wallace High School maintains a closed campus during noon time. Students who live in town may go home for lunch. Students must use their own vehicle and cannot transport other non-family students.
8. Students eating at home need to return a signed permission form from parents for each semester, in order to eat at home.
9. Students who leave campus for lunch may not bring any purchased meals, other food, or drink back to the school.
10. The bringing in of carry-out commercially prepared foods for consumption in the lunch room is prohibited. Commercially prepared foods such as Lunch-Ables, left over pizza, sub sandwiches, etc. from home are allowed.
11. Wallace School District participates in the National School Lunch Program and accepts the responsibility of providing free and reduced priced meals for eligible children. Applications for free and reduced priced meals are provided in fall enrollment packets and are also available at the District office any time during the year. These applications are confidential.
12. Lunch accounts are similar to debit cards; money is deposited in the family's account and as lunches are accrued, the account balance is reduced. All accounts are to be maintained above \$0.00. Cash or checks are accepted as payments for lunch accounts.
13. Phone calls or text messages will be made by the school administration to parents/guardians who are delinquent in making payments to their lunch accounts. Parents/guardians are expected to keep lunch accounts above \$0.00 without such reminders.
14. Lunch account statements are mailed home every month.
15. Students will be allowed to charge up to five meals.
16. Payment of lunch bills or payment for future lunch with cash, money order, or cashier's check will be required following the receipts of two (2) insufficient fund checks.

CIVIL RIGHTS

School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include the nondiscrimination statement in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's web site if school meal information is available.

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, (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 VII - ACTIVITY REGULATIONS

OBJECTIVES

1. Wallace teams, as a group and as individuals, will be graceful winners and will accept defeat without excuses.
2. All participants will be evaluated without discrimination.
3. All participants involved in the various activities will dedicate themselves to the development of their physical and mental potentials and strive to develop wholesome attitudes toward society in general.

GENERAL RULES

1. **SPORTS SEASONS**--All interschool sports approved by the Association shall be divided into three seasons: Fall, Winter and Spring.
2. **PRACTICE REGULATIONS:** Absence as applied to all sports:
Illness, death in family, doctor appointments, dental appointments, and severe inclement weather for students who live outside of the city limits will fall in the excusable category. Absence from practice for any other reason must be arranged prior to the missing of practice, by personal contact with the coach involved.
All other absences will be unexcused and will cost the athlete his/her participation in the next contest or contests, depending again on the number of absences unexcused.
ABSENCES ON THE DAY OF A SCHOOL SPONSORED ACTIVITY: Students absent, due to sickness or an unexcused absence, during any part of the day of a school sponsored activity will not be permitted to attend or participate in the activity that evening or participate in athletic practice, unless permission from their doctor is given in writing. Students who sign out and return to school as per a parent request through either a written note or verbal conversation with the principal, are considered to be excused. A text message does not suffice for this communication.
3. When a student is absent from practice and the coaching staff knows that the student was in school that day, and the coaching staff has not been notified that the student will not be at practice, the coaching staff will make a sincere attempt to contact the student's parent to notify the parent that the student is not at practice.
4. Participation on other teams-Quoting NSAA: "Any student who participates in any athletic contest other than as a representative of his/her school during the season of the sport involved shall become ineligible to represent his/her school in that sport for one or more contests or the remainder of the season".
5. Wallace High School shall not permit a student who is not a member of the high school team, an adult, a college student, or alumni to participate in any practice session, drill, scrimmage, game, or contest in which a school team or an individual who is a member of a school team is involved.
6. Faculty sponsors will be assigned by the Superintendent.
7. Minutes and treasurer's books shall be maintained and these shall be turned in to the school secretary at the end of the school year.
8. Sponsors must initial all posters placed in halls or other public places and must be present at all meetings.
9. Each class or organization with a treasury must submit a financial report to the school secretary at the beginning of the school year and at the end of each nine week period.
10. All class and organization activities must be approved by the faculty sponsor who must then contact

the Principal for final approval *at least one week in advance*, except in case of emergency.

11. No class or organization may sign a contract obligating the school to make payment to receive merchandise. Only the Superintendent has the authority to make such commitments.
12. The faculty sponsor must consult the Principal at least one week in advance if there is a need for a meeting during school time.
13. Transportation (for other than team travel) may be provided by the school to out-of-town activities, if arranged by the faculty sponsor with the Superintendent. Students who go on the bus must return on the bus, unless at the activity site, the parent or guardian personally provides the faculty sponsor with a written statement that they will assume full responsibility for transporting the student to his/her home.

ELEMENTARY STUDENT PARTICIPATION IN ATHLETIC CONTESTS BETWEEN SCHOOLS

Students in kindergarten through sixth grade may not participate in athletic contests between schools within a school system or between school systems. Annual field or play days are excluded from this restriction.

Elementary school systems having seventh and eighth grade athletics may, on a voluntary basis, include sixth grade boys or girls if the combined enrollment for seventh and eighth grade is fewer than 12 boys or 12 girls and if the school board has a policy regulating participation for sixth graders. The Wallace School Board's policy for participation of sixth graders is as follows: A sixth grade student may participate if (1) the student meets the same standards applicable to seventh and eighth graders and (2) participation in the activity is not prohibited by the bylaws of the Nebraska School Activities Association.

Students in seventh and eighth grades may participate in interscholastic competitions subject to and in a manner consistent with the bylaws of the Nebraska School Activities Association. The scholastic eligibility rules for seventh and eighth grades shall be the same as established by the school board for high school interscholastic competitions and, in the absence of such rules, shall be the minimum established by the Nebraska School Activities Association. (Board Policy 6285)

CHURCH NIGHT AND SUNDAY

Sunday and Wednesday nights are respected as church times in Wallace and an effort will be made to avoid conflicts between school and church activities. Some activities cannot be controlled locally and may cause conflicts.

CONCUSSION POLICY

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The Wallace School District will:

- a. Require all coaches to complete the following on-line course 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: [Concussion in Sports—What You Need to Know](#)
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will

include:

1. The signs and symptoms of a concussion;
2. The risks posed by sustaining a concussion; and
3. The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/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. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. 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.
- d. has followed the Return To Play six step process as stated below:

RETURN TO PLAY PROTOCOL

1. No activity, complete rest. Once asymptomatic, proceed to step 2.
2. Light aerobic exercise such as walking or stationary cycling, no resistance training.
3. Sport specific exercise (e.g.: running), progressive addition of resistance training at steps 3 or 4.
4. Non-contact training drills.
5. Full contact training after medical clearance.
6. Game play.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Beginning in 6th grade, students are required to take the ImPACT computerized neurocognitive assessment tool to help licensed health care providers evaluate and manage a suspected concussion. The baseline assessment will be re-administered every two years.

All ImPACT assessments will be administered by a healthcare provider or athletic trainer.

CONCUSSIONS: RETURN TO LEARN PROTOCOL

Students who sustain a concussion and return to school may need informal or formal accommodations.

modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

The school administration of Wallace School District 65-R adopts the NDE Guidance entitled “Bridging the Gap from Concussion to the Classroom,” and the accompanying return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response. At the end of this section of the handbook, the “Bridging the Gap from Concussion to the Classroom”, “Return to Academics Progression”, and additional information is located.

RETURN TO ACADEMICA PROGRESSION (RETURN TO LEARN)

Students may start at any of these steps depending on symptoms and may remain at a step longer if necessary.

1. Home, cognitive and physical rest. (Stay home, no driving, limited mental exertion)

2. Home, light mental activity (Stay home, no driving, up to 30 min. of mental exertion)

3. When student handles up to 30 minutes of sustained mental exertion without worsening: school part time (shortened day, built-in breaks, quiet place, modify class work)

4. When student handles 30 – 40 minutes of sustained mental exertion without worsening of symptoms: school part time (shortened day/schedule, no standardized testing, modified classroom testing, moderate decrease of extra time, help, and modification of assignments)

5. When student handles 60 minutes of mental exertion without worsening symptoms: school part time (no standardized testing, routine tests ok, continued decrease of extra time, help, and modification of assignments, may require more support in challenging classes.

6. When the student handles all class periods in succession without worsening of symptoms AND receives medical clearance for full return to academics and athletics: school full time: (no adjustments, attends all classes, full homework and testing)

TEAM TRAVEL

1. The above rules and regulations would apply to any trip under school sponsorship.
2. Students will respect the wishes of a competent chaperone appointed by the school.
3. Students riding the bus must return on the bus unless at the activity site the parent or guardian personally signs the Sign-Off Sheet. At each activity the bus driver will have a Sign-Off Sheet which will state that the parents/guardians will assume full responsibility for transporting the student to his/her home. Parents can sign their students off the bus either at the activity or 24 hours in advance of the activity.
4. Those students not riding the bus to a school sponsored activity will not be able to participate in the activity unless prior arrangements have been made with the sponsor 24 hours prior to the event. If the student becomes ill or an emergency comes up that will not allow him/her to attend the activity, it is the responsibility of the student or parents to inform the sponsor. (Repeated in Student Conduct Section)

NSAA ELIGIBILITY FOR ATHLETICS & INTERSCHOOL ACTIVITIES

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty semester hours of credit and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
3. Student must be enrolled in some high school on or before the eleventh school day of the current

- year.
4. Student is ineligible if nineteen years of age before August 1 of current school year.
 5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
 6. Student must have been enrolled in school the immediate preceding semester.
 7. Student must have received twenty semester hours of credit the immediate preceding semester.
 8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
 9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
 10. A student shall not participate on an all-star team while a high school undergraduate.
 11. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for ninety school days.
 12. When the parents of a student change their domicile from one school district, which has a high school to another school district, which has a high school, the student is ineligible for ninety school days except:
 - (a) If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
 - (b) If a student has been attending the same high school since initial enrollment in grade nine and the school is located in the school district from which the parents moved, he/she may remain at that high school and retain eligibility or he/she is eligible at a high school located in the school district where his/her parents established their domicile.
 - (c) If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.
 - (d) If the student transfers prior to July 1 and the new school notifies the NSAA in writing, postmarked no later than July 1, the student is eligible at the start of the fall semester.
 13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
 14. A student shall not participate in a contest under an assumed name.
 15. A student must maintain his/her amateur status.

DRESS

Team members will dress according to the discretion of the coaches.

WALLACE ELIGIBILITY FOR ACTIVITIES

The Wallace board of Education, administration and staff direct that there will be a weekly eligibility list for Wallace students in grades 7-12. The weekly eligibility list will be for school sponsored activities. This will include sporting activities, music activities, speech and drama activities, and all activities that are extra-curricular.

1. The rules for the eligibility will be as follows:
 - a. Grades must be updated on PowerSchool by 8:00 am on Monday of each week. Students will be informed Monday of their eligibility status. Grades will be entered for each class by Friday of each week. Teachers will turn in their down slips for all students receiving the grades of "D" or "F" to the principal by 10:00 am on Monday morning. The down list will be made on Monday and e-mailed to all teachers, coaches, and administrators. The down slip will be mailed home to the parent/guardian whose student is on the down list.
 - b. If the student receives a failing grade in two or more classes, they will be ineligible for participation in all activities for the upcoming week. The ineligible week will start the Tuesday morning directly after the ineligibility list has been released and will go to the following Tuesday morning.
 - c. If a student fails two or more classes at the end of the nine-week grading period, they will be ineligible for participation in all extra-curricular activities for the upcoming nine-week grading period. This rule shall apply for the current school year. Any violations beyond the current school year shall fall under the guidelines of the NSAA rules regarding eligibility.
 - d. Junior High students will attend the Study Skills class during 8th period instead of going to PE class during the week in which they are ineligible to work on subject matter relating to the class for which they are ineligible.

DANCES AND PARTIES

Normally, dances shall begin at 9 PM and end at 12:00 AM, unless prior approval to change the hours is secured from the Principal. On nights of ballgames the dance will begin immediately following the game. Any student who leaves the dance, will not be readmitted unless prior approval is obtained from the activity sponsor. Depending upon the occasion, some dances are for 7-12 students and some dances are for 9-12 students.

~~The two exceptions are Homecoming and Prom, where only are for students in grades 9-12 only. can attend.~~ Any date that has already graduated and any out-of-town dates must be approved by administration. Dates attending the Wallace Homecoming and Prom must be at least freshmen in high school and have not reached their 21st birthday. Junior High students are not allowed to invite out of town dates to any dance.

For safety reasons, the school discourages car parades, because of the potential danger to the students.

WALLACE HIGH SCHOOL PROM RULES

1. Students attending the Prom should conduct themselves in an orderly manner remembering that their reputation and the reputation of our school depends upon their behavior. Anyone not conducting him/herself in an orderly and appropriate manner will be asked to leave the prom. Parents will be notified immediately.
2. No lewd or provocative dancing will be allowed. Students who are found in violation of this rule will be told to leave the dance. The supervisors will determine what is lewd or provocative.

3. Students dress should be formal: long or short formal dresses, pantsuits, tuxedos, suits or dress shirt, pants and tie. Students should remain dressed for the duration of the dance. Students may not take their shirts off and dance with only their tux vests on.
4. Once the dance starts, students will not be allowed to leave the gym except to use restrooms. Students will not be allowed to go to ANY of their lockers or wander the halls. Note: Students will not be allowed to go change into gym clothes after pictures. Students are allowed and encouraged to bring a pair of comfortable shoes to change into during the dance.
5. Anyone that leaves at any time during the activities, parents will be notified via the contact information provided in the permission slip, and re-admittance will not be allowed.
6. After the dance is over students will be allowed to use the locker rooms to change into comfortable clothes and shoes with non-marking soles. Then students will go to post-prom activities that will be held in the new gym, commons area or other designated area. Students are asked to make sure that materials needed for post-prom are in the locker room prior to the dance.
7. Alcohol and drug possession or use is not permitted before or during activities by students or their guests. Anyone suspected to be under the influence of drugs or alcohol will be reported to parents and proper authority.
8. If a date is not a student of WHS, an approval from will need to be gathered and filled out. Forms are available from the Principal and/or Junior Class Sponsor.
9. ALL Students must have ALL permission slips in before they can attend Prom. If permission slips ARE NOT turned in, they will not be allowed to attend Prom. Students are expected to be responsible for their own paperwork and adhere to due dates. Due dates are set up for a reason and paperwork (permission slips) WILL NOT be accepted after a previously determined due date. Understanding extenuating circumstances may come up, if this is the case the Principal or Junior Class Sponsor should be notified ASAP and dealt with accordingly.
10. Students will NOT be given a day off of school to fundraise. Post Prom fundraising is not a School Sponsored Activity. Students will be asked to fundraise on their days off or in their free time. School Administration or Junior Class Sponsor WILL NOT sign students out for this reason.

EQUIPMENT INFORMATION

The school will provide good equipment for safety in contact sports; uniform quality to be such that players and the public can feel that our teams are dressed comparable to other teams. Students will be responsible for the care and upkeep of the equipment checked out to him/her. Equipment that is lost, stolen or destroyed beyond use will be charged to the student. Students will not be allowed to check out equipment until the previous sports equipment is checked in. At the end of the school year, students will not be allowed to check out of school or have their grades recorded until all equipment is checked in or paid for.

“School issued clothing and sports practice clothing are not to be worn during the school day. School issued clothing is to be worn at events and during practice time only. Examples: basketball shorts,

practice jerseys, track sweats, etc.” Special occasions, (Homecoming week) or others as determined by the administration will allow exceptions to the above.

DRESSING ROOM POLICIES

Every effort will be made to have the atmosphere in the dressing room friendly and without inappropriate behavior. Harassment of younger players by older players will not be tolerated. Supervision will be provided as much as possible. Cooperation of parents and athletes will be most appreciated. Should an athlete or student be determined a troublemaker or bully, suspension from the squad or activity is a possibility. Students are assigned a sports locker.

Section 1 Extracurricular Activity Philosophy

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school’s program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it 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 that they possess, thereby making them better individuals and citizens.

Safety

The District’s philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents

The purpose of this warning is to bring your 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 the body’s bones, joints, ligaments, tendons, or muscles, to 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 2 Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are

not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Scope of the Code of Conduct.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes 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 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.

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 from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline. Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

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, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person 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, 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 a 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 another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a 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, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a 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. (Note: Refer to “Drug and Alcohol Violations” for further information).
8. Public indecency.
9. 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.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. 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.
14. 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 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 or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

15. Willfully violating the behavioral expectations for those students riding Wallace School District 65-R buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the 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.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

Consequences.

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

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

Drug and Alcohol Violations.

Meaning of Terms.

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

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 responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

Drugs and Alcohol

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations. An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 days.
2. Second or Any Subsequent Offense: One calendar year.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).

The 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 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 extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

5. **More Serious Violations:** In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

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 coach or activity sponsor. 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. A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. 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. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

Self-Reporting. A student 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 student's parent or guardian may initiate the self-reporting process, but the student 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 student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student 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 students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Determining a Violation Has Occurred. A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student 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 a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student 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. The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct 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 a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
 - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
 - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
 - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.

- b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
- c. If a hearing is requested:
 - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
 - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
 - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
 - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
- 5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
- 6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3 Attendance

Student participants are expected to meet the following attendance expectations:

- 1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
- 2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
- 3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

Section 4 Academic Standards

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards

scholastic achievement. To be eligible for participation in extracurricular activities, students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.
2. Maintain passing grades in all courses. A student who is not passing one or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until the student is passing all classes.
3. Maintain an overall “C” average to participate in extracurricular activities, except school dances.
4. Academic requirements do not apply to:
 - (A) Instructional field trips which are a part of the scheduled course learning experience; or
 - (B) Activities or events which are a part of the student’s grade requirements.

TITLE IX

1. It is the policy of the Wallace School District to comply with the regulations implementing title IX of the Education Amendments of 1972, which prohibits sex discrimination and specifically states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistance”.
2. Title IX covers all areas of educational programs and all students.
3. The Constitution of each school organization will be revised to meet the requirements of Title IX, as directed by the Principal.

LETTERING

At the beginning of the season or activity, the participants will be given the guidelines and requirements for lettering.

A student can receive a letter in the following activities: Football, Volleyball, Cross Country, Basketball, Track, Speech, Drama, Band, Chorus, and serving as Student Manager.

LETTERING STANDARDS

- VOLLEYBALL:**
1. Must play in “**one-third**” of all varsity games during the season and also complete the season
 2. Coach's discretion.

- FOOTBALL:**
1. Must play in half of all varsity quarters during the season and also complete the season.
 2. Coach's discretion.

- CROSS COUNTRY:**(boys & girls)
1. Compete in 80% of varsity meets, and place one individually or as a team.
 2. Complete the season.

3. Coach's discretion.

BASKETBALL: (boys & girls)

1. Must play in one-third of all varsity quarters and complete the season.
2. Coach's discretion.

TRACK: (girls & boys)

1. Score 10 points over the season and complete the season.
2. Place at the District or Conference meets, and complete the season.
3. Set a school or conference record and complete the season.
4. Coach's discretion.

SPEECH:

1. Be a varsity member, score 10 points over the season, and participate in at least three Varsity Invitationals. If a student makes the varsity team, he/she must compete at Conference, District, and/or State.
2. Practice is mandatory on a weekly basis, depending on the student-teacher schedule or pre-arrangements for after school practice.
3. If a student has more than one unexcused absence, he/she will not letter.
4. Coach's discretion.

DRAMA:

1. Participate in the dinner theater, compete in One Acts at Conference and Districts, and be present at practices.
2. If a student has more than one unexcused absence, he/she will not letter.
3. Coach's discretion.

BAND:

1. Complete a full year of band and participate in a solo or small instrumental ensemble at a music contest.
2. Complete a full year of band and be in attendance at pep band performances, concert performances and contests with the director's discretion.
3. Director's discretion.

CHORUS:

1. Complete a full year of chorus and participate in a solo or small vocal ensemble at a music contest.
2. Complete a full year of chorus and be in attendance at concert & contest performances with the director's discretion.
3. Director's discretion.

ART:

The Varsity Letter recognizes significant contribution to the Visual Arts program and outstanding achievement in a chosen discipline.

Coursework Requirements

1. Visual arts students must participate in at least 2 consecutive years of art courses.
2. Students must achieve a 3.5 GPA or better in art courses.
3. Students must participate in at least 2 extracurricular activities per year such as; RPAC art show, McCook Community College Paint In, assist in Family Fun Night activities, or participate in any outside art show/contest.
4. Any dropped or missing Major assignment will prevent a student from receiving a Varsity Letter.
5. Students must have 5 or fewer unexcused absences from art class.

GOLF:

Compete in fifty percent (50%) of all scheduled varsity meets OR have individual score counted toward the team total in four (4) varsity meets OR medal in (2) varsity meets OR qualify for the State Meet as an individual.

STATE COMPETITION

The following guidelines will be followed when a Wallace Team qualifies for State Competition. The following students/athletes will travel/lodge and eat with the team to participate at the State level.

FOOTBALL: All rostered athletes, High School Managers and Stat keepers.

VOLLEYBALL: 14 rostered athletes, High School Managers and Stat keepers.

BOYS BASKETBALL: 14 rostered athletes, High School Managers and Stat keepers.

GIRLS BASKETBALL: 14 rostered athletes, High School Managers and Stat keepers.

ONE ACTS: The play members and technical crew.

SPEECH: Individual State qualifiers. If the OID qualifies, an additional speech member can be selected to go along as an alternate.

TRACK: Individual State qualifiers. If a relay qualifies, an additional track member can be selected to go along as an alternate.

CROSS COUNTRY: Individual State qualifiers. If a team qualifies, an additional member can be selected to go along as an alternate.

GOLF: Individual State qualifiers. If a team qualifies, an additional member can be selected to go along as an alternate.

HIGH SCHOOL MUSIC CONTEST RULES

All soloists must be in the Ninth Grade or above. In vocal and instrumental ensembles, junior high students may be included.

SECTION VIII: NOTICES AND POLICY

STUDENT FEES POLICY - BOARD POLICY 3035

The Board of Education of Wallace School District 65R adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

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

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

(1) Guidelines for clothing 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

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

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

(3) Materials required for course projects

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Such materials are subject to the District's fee waiver policy (Section 13). Projects for which the materials fee has been waived become property of the District upon completion and large/expensive projects must have administrative approval before work is begun.

Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy (Section 13); however, the District is not required to provide for the use of a particular type of musical instrument for any student. Consumable items for musical instruments, such as reeds and valve oil, remain the responsibility of the student and are not subject to a fee waiver.

(4) Extracurricular Activities-Specialized equipment or attire

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

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The district is not required to provide for the use of any particular type of equipment or attire, although certain types of equipment and attire (sports shoes, etc.), are available under the District's fee waiver policy (Section 13).

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire.

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

(5) Extra curricular Activities-Fees for participation

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

(6) Postsecondary education costs

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

(7) Transportation costs

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

(8) Copies of student files or records

No fee shall be charged to students, their parent(s), and/or their guardians for copies of student files or records.

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

The District does not currently offer before and after school pre-kindergarten services.

(10) Participation in summer school or night school

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

(11) Breakfast and lunch programs

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

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

(12) Driver Education

A Department of Motor Vehicle approved program (competency based) may be available for students. Upon successful completion, the student will receive a Written and Drive Test Waiver_for the Provisional Operator’s Permit. High School credit will not be given for this program. A Fee will be charged for Driver Education

(13) Waiver Policy

Any fees to be charged or materials required to be provided for the following shall be waived for students who qualify for free or reduced-price lunches under United States Department of Agriculture child

nutrition programs upon completion of the attached “Student Fee Waiver Application” by parents/guardians:

- a. Participation in extracurricular activities;
- b. Specialized equipment or specialized attire for participation in extracurricular activities;
- c. “Course Project Materials”, as provided in Section 3;
- d. Musical instruments both for participation in optional music courses that are not extracurricular activities and for participation in extracurricular activities.

Waivers must be requested prior to the end of the fourth week of school. Waivers will not be approved retroactively for fees previously paid or specialized items, attire or project materials purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived. The school district will treat the application and waiver process as any other student record and student confidentiality and access provisions will be followed. This waiver does not carry over from year to year and must be completed annually.

All items provided by the school district shall remain property of the school district and are subject to repair/replacement charges for damage or loss. Charges for damage or loss are not eligible for waivers.

(14) Distribution of Policy

The Superintendent or the Superintendent designee shall publish the District’s Student Fee Policy in the Student Handbook and in the school newsletter. The Student Handbook and the school newsletter shall be provided to students of the District at no cost.

(15) 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. Fund 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.

CERTIFICATION

On the 14th day of June, 2017, the school board held a public hearing at a meeting of the school board to review the student fee policy. Such public hearing followed a review of the monies collected from students during the 2016-2017 school year. The foregoing student fee policy was reaffirmed after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

Thomas H. Sandberg, Superintendent

Legal References:

- Laws 2002, LB 1172 (The Public Elementary and Secondary Student Fee Authorization Act)**
- Neb. Constitution, Article VII, section 1**
- Neb. Rev. Stat. §79-241, 79-605, and 79-61 (transportation)**
- Neb. Rev. Stat. §79-2,104 (student files or records)**
- Neb. Rev. Stat. §79-715 (eye-protective devices)**
- Neb. Rev. Stat. §79-737 (liability of students for damages to school books)**
- Neb. Rev. Stat. §79-1104 (before and after school or pre-kindergarten services)**
- Neb. Rev. Stat. §79-1106 to 79-1108.03 (accelerated or differentiated curriculum programs)**

Date of Adoption: July 10, 2002

Amended: June 10, 201

NOTICE OF NONDISCRIMINATION

The Wallace School District 65-R does not discriminate on the basis of race, color, national origin, gender, 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, Employees and Others: Principal/Counselor and Superintendent.

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.

This institution is an equal opportunity provider.

DESIGNATION OF COORDINATOR(S)

Any person having inquiries concerning this district's compliance with antidiscrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Wallace School District 65-R, 151 North Wallace Road, Wallace, NE 69169, (308)387-4323.

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin	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

ANTI-DISCRIMINATION & HARASSMENT POLICY

Elimination of Discrimination

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

Preventing Harassment and Discrimination of Students

Purpose: Wallace Public School 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 Wallace Public School 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, gender, 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 (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.
3. 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:
 - a. 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;
 - b. 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.
 - c. 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, class room or educational environment.
 - d. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the

employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

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

The supervisor, teacher or the Superintendent of Wallace 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 to be made against an employee or student for alleging in good faith a violation of this policy.

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 which 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.

NOTIFICATION TO PARENTS 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 which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
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 of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees,

honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

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

NOTICE CONCERNING DESIGNATION OF LAW ENFORCEMENT UNIT

The District designates the Lincoln County Sheriff's Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION

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

NOTICE CONCERNING STAFF QUALIFICATIONS

The No Child Left Behind (NCLB) Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Wallace Public School will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/ guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for

information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Wallace Public School will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

POLICY TO PREVENT DATING VIOLENCE

Wallace Public School provides 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. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff. Pursuant to Section 79-2,140, the Legislature has defined (a) "dating violence" to mean 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; and (b) "dating partner" to mean any person, regardless of gender, involved in an intimate relationship and another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Dating violence training, as defined by Section 79-2,141(4) shall be provided to staff deemed appropriate by the administration. The administration will be responsible for reviewing the school district's Student Code of Conduct to insure that this policy is reflected therein.

PARENTAL INVOLVEMENT POLICIES

General - Parental/Community Involvement in Schools

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

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable

alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.

9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

HOMELESS STUDENTS POLICY

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

No Stigmatization or Segregation of Homeless Students

It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator

The Superintendent shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that:

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

Enrollment of and Services to Homeless Children

A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either:

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

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows:

1. if the homeless child's school of origin is in the Wallace Public School, and the homeless child continues to live in the Wallace Public School, transportation to and from the school or origin shall be provided by the Wallace Public School; and
2. if the homeless child lives in a school other than the Wallace Public School, but continues to attend the Wallace Public School based on it being the school of origin, the new school and the Wallace Public School shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

USE OF VIDEO SECURITY CAMERA AND ELECTRONIC MONITORING EQUIPMENT

Board Policy 3231

In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g., theft and vandalism), the Board of Education authorizes the use of video security camera equipment 24 hours a day, seven days a week on school property and in school buildings. Information obtained through video security cameras may be used to identify intruders and persons breaking the law, and enforce Board policy, the Student Handbook and school rules (i.e. it may be used as evidence in disciplinary actions and criminal proceedings). The monitoring of actions and behavior of individuals

who come onto school property is a significant factor in maintaining order and protecting students, staff, visitors, the school and property.

The primary purpose of the video security cameras is to complement other procedures being employed in the District to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a video security camera does not replace the need for ongoing vigilance of the school staff to monitor and supervise the school building. Rather, the video security camera serves as an appropriate and useful tool with which to augment and support school policies and the efforts of staff to provide a safe environment and positive climate within the building.

The superintendent and principal are responsible for verifying that due diligence is observed in maintaining general campus security. The Board will determine where to install and operate fixed location video security cameras in the District. The Board will determine where and when to use video security cameras in a nondiscriminatory and non-disparate manner.

Video security cameras may be placed in:

- Public areas in school buildings, including as examples, school hallways, entryways, publicly-located locker bays, the front office where students, staff and visitors are permitted to freely come and go, gymnasiums, cafeterias, and libraries.
- School parking lots and other outside areas, and in school buses.
- Classrooms.
- All offices of the superintendent, principal and school counselors.

Video security cameras shall not be used in the following areas:

- Restrooms
- Locker rooms
- Changing areas

Any student or staff member who takes action to block, move, or alter the location and/or viewing angle of a video security camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video security camera is in use to notify people that their actions/behavior are being monitored/recorded 24 hours a day, seven days a week. Additionally, the Superintendent or designee is directed to annually notify staff, parents, and students of the use of video security cameras in their schools.

Students may be disciplined based in whole or in part on video recording evidence of misconduct. However, the video recordings shall not be maintained as student records, except as such video recordings are used in the course of student disciplinary proceedings or for other good reason as determined by the Superintendent or designee.

Use of Video Monitoring

- Under no circumstances will video security camera be used to make an audio recording of a conversation occurring on school grounds, school property, or school buses.
- Any information obtained from video security camera shall be used to support the school's efforts to maintain orderly, positive climate, and for law enforcement purposes.
- The recordings obtained through the use of video security cameras may be used as evidence in disciplinary proceedings, administrative proceedings or criminal proceedings that are

- subject to Board policy and the law, subject to the provisions of paragraph three of this policy.
- Video recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence to Board policy, the Student Handbook, and school rules, subject to the provisions of paragraph two of this policy.
- The Board may use video recordings of students, staff, and others to detect or deter criminal offenses.
- The Board or its administrators may use video recordings for inquiries and proceedings related to law enforcement, deterrence, and student discipline.

Protection of Information and Disclosure/Security

Video recordings are not maintained by the District as public records and shall not be available for viewing by the public, employees of the District in general, the media, or other individuals, except as authorized herein.

Access to such video recordings shall be limited as follows:

- The Superintendent/designee and the Building Principal shall be authorized to view the video recording for the purposes of documenting disciplinary problems, criminal activity or for other educational or business reasons.
- The Superintendent/designee or Building Principal may authorize other school personnel such as a teacher, guidance counselor, school psychologist, or social worker to view segments of a video recording.
- The Board shall have the authority to review the video recording for extraordinary reasons involving the Superintendent or building Principal. Any time the Board feels that extraordinary reasons exist, then such reasons will be given in written form to the Board President and the viewing will involve a minimum of at least two Board members.
- In appropriate circumstances, or as mandated by law or court order, the Superintendent/designee is authorized to show a video recording to other government agencies, including law enforcement agencies or the Department of Child and Family Services (DCFS).
- A student or his/her parents, in accordance with the Rules and Regulations implementing this policy and to the extent afforded by student records laws, may view a video recording or portion thereof if the District decides to maintain a particular video recording or portion thereof. If disciplinary action is initiated based solely upon video recording documentation, or if video recording documentation is to be used as evidence at a disciplinary hearing the student involved and the student's parent(s) or guardian(s), may be permitted upon request to review the portion of the video recording in question, and such other portions of the video recording as may be necessary to establish the context of the events giving rise to the disciplinary action. In such instances, a District *staff* member shall be present during the viewing and shall record the date and names of all persons viewing the video recording. Copies shall not be allowed of any video recording except as authorized by the Superintendent in extraordinary circumstances.
- Viewing of video recordings under this paragraph may be restricted in accordance with any applicable confidentiality rights of other students identified in such video recordings.
- As otherwise provided in accordance with state and federal laws, such as Neb.Rev.Stat. §79-2,104 (R.R.S. 2008) the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C § 1232g et seq. and Neb.Rev.Stat. §84-712.05.

Retention of Electronic Video Data

- All video electronic data not in use should be securely stored.
- All video electronic data that have been used for the purpose of this policy shall be numbered and dated and retained according to the camera site.
- The Superintendent must first authorize access to any video electronic data.
- Documentation shall be maintained of all episodes of access to, or use of recorded materials.
- Video electronic data will normally be erased (overwritten by the video security system usually every two to four weeks depending on data storage on the system servers). Video electronic data that contains personal information used to make a decision directly affecting an individual, however, may be retained for a longer period of time as needed.
- The Superintendent shall ensure that a video electronic release form is completed when disclosing video electronic data to appropriate authorities or third parties. Any such disclosure shall only be made in accordance with the law. Such release forms should include the individual or organization who is requesting the video electronic data, the date of the occurrence and when or if the video electronic data will be returned or destroyed by the authority or individual after use.

Expectations Related to the Use of Video Security Camera and Electronic Monitoring Equipment

The use of video security cameras is to be implemented in accordance with this policy and the corresponding administrative guidelines.

- Video recordings will only be reviewed when an activity is suspected to violate the law or constitute misconduct.
- Prior to the start date of electronic monitoring in schools or buses, the Superintendent or designee will provide the Board copies of the procedures, forms and additional supplemental documentation that support the use and implementation of this policy.
- Video electronic data will normally be erased every 15 to 30 days. Any request to view a recording under this policy must be made within fifteen (15) days of the event/incident and within seven (7) days of notification that the event/incident has taken place. Unless a formal complaint is being investigated, recordings shall be destroyed after a minimum of fifteen (15) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken.
- The Superintendent is directed to develop administrative guidelines to address the use of video security cameras in school buildings, school busses and on property owned and/or operated by the District.
- Within the first year of implementation, the Superintendent or designee shall conduct a review each trimester to verify that this policy and its corresponding administrative guidelines are being adhered to, and report to the Board on the impact and outcomes of the use of video security cameras in the District. Any deficiencies or concerns identified by the audit will be addressed immediately by Administration.
- The Superintendent will provide the Board with an annual review at the end of the school year to assess the effectiveness of using the equipment and identify any need for adjustments.

Limitations on the Use of the Video Security Camera

- The Board and the District will not employ the use of the video security cameras in

- observations of staff to obtain information for the purpose of routine staff evaluation.
- This policy does not address or cover instance where school officials record a specific event ((e.g.,a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is video recorded for educational or research purposes. Authorized video recording for educational, instructional and/or research purposes is permitted and is not addressed by this policy.