

# **AUBURN PUBLIC SCHOOLS**

## **STUDENT-PARENT HANDBOOK 2018-2019**



**Auburn Public Schools  
1829 Central Avenue  
Auburn, Nebraska 68305  
(402) 274-4328**

**AUBURN HIGH SCHOOL CAMPUS  
Auburn Senior High School  
Auburn Middle School**

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# **Auburn Public Schools Parent-Student Handbook 2018-2019 School Year**

## **FOREWORD**

### Introduction & Welcome

On behalf of the board, administration, faculty and support staff members, I would like to welcome everyone to the Auburn Public Schools! I am honored and privileged to serve as Principal of our school with such a dedicated and professional staff. Our school has an outstanding reputation, and I am proud to be part of such a wonderful community. Auburn School is filled with enthusiastic students willing to learn, supportive families interested in their children's education, and a dedicated professional staff committed to providing the students with the highest quality education.

This handbook will help guide you through the policies and procedures that will help you be successful. There is also much information on our rules, activities, sports, scholarships, and graduation requirements.

Parents/Guardians are always welcome at our school. We view our parents/guardians as equal partners in providing our children with meaningful educational experiences. Further, we encourage you to become active participants in school programs and classroom activities.

I believe in open and frequent communication. Feel free to contact me any time if you have a suggestion, concern, or just a “good story” to share! You can contact me by email/phone or by stopping by the school. My email is [marty.hughes@apsbulldogs.org](mailto:marty.hughes@apsbulldogs.org) and my phone number is 402-274-4328 Ext. 303. It is through working together that we will succeed in bringing the best educational opportunities to your child. I look forward to working with you and your children!

Sincerely,  
Marty Hughes

### Intent of Handbook

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

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students and the educational program. 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.

## GENERAL INFORMATION

### Members of the Board of Education

|                    |
|--------------------|
| Name               |
| Bill Chapin        |
| Ryan Jones         |
| Stephen Kennedy    |
| Beth Kernes Krause |
| Laura Osborne      |
| Michael Zaruba     |

### Administrative Staff

| Name            | Position                                    | School                    | Contact Information   |
|-----------------|---|---------------------------|---|
| Kevin Reiman    | Superintendent                              | District Office           | (402) 274-4830<br><a href="mailto:kevin.reiman@apsbulldogs.org">kevin.reiman@apsbulldogs.org</a>        |
| Suzanne Whisler | Director of Curriculum & School Improvement | District Office           | ((402) 274-4830<br><a href="mailto:suzanne.whisler@apsbulldogs.org">suzanne.whisler@apsbulldogs.org</a> |
| Marty Hughes    | Secondary Principal                         | Auburn Middle/High School | (402) 274-4328<br><a href="mailto:marty.hughes@apsbulldogs.org">marty.hughes@apsbulldogs.org</a>        |
| Jason Palmer    | Assistant Principal/<br>Activities Director | Auburn Middle/High School | (402) 274-4328<br><a href="mailto:jason.palmer@apsbulldogs.org">jason.palmer@apsbulldogs.org</a>        |
| Amy Kroll       | Special Education Coordinator               | District Office           | (402) 274-4131<br><a href="mailto:amy.kroll@apsbulldogs.org">amy.kroll@apsbulldogs.org</a>              |

### Auburn Middle/High School Teaching Staff

|                    |                                 |
|--------------------|---------------------------------|
| Andariese, Dennis  | Industrial Tech.                |
| Bianchi, Nathan    | Special Education               |
| Binder, April      | Spanish                         |
| Blazek, Shanna     | Mathematics                     |
| Bohling, Ashton    | Agriculture                     |
| Bohling, Janet     | Special Education               |
| Bridgewater, Becky | Special Education               |
| Carfield, Kalie    | 6 <sup>th</sup> grade           |
| Cole, Grant        | Physical Education              |
| Deatz, Molly       | English                         |
| Eickhoff, Diana    | English                         |
| Frenzel, Carlene   | Computers                       |
| Gerdes, Maranda    | Business, Computer<br>Basics    |
| Hall, Randy        | Math                            |
| Hamann, Joellen    | English                         |
| Hanika, Sarah      | Science                         |
| Hutton, Jackie     | Alternative Education           |
| Janssen, Anthony   | Mathematics                     |
| Jeanneret, Carrie  | English                         |
| Jones, Marla       | 6 <sup>th</sup> grade           |
| Knipe, Klark       | Science                         |
| Kudrna, Kristin    | Guidance Counselor              |
| Lambert, Julie     | Media Specialist,<br>Journalism |
| Moody, Sara        | Science                         |
| Oestmann, Denise   | Science                         |
| Oliver, Mark       | Social Studies                  |
| Paschal, Jessica   | English                         |
| Pfeiffer, Pamela   | Art                             |
| Rieschick, Holly   | Physical Education,<br>Health   |
| Rohrs, Kandi       | Family Consumer Science         |
| Roth, Bryce        | Social Studies                  |
| Schnitzer, Brett   | Social Studies                  |
| Seuferer, Andrew   | Vocal Music                     |
| Stubbs, Matthew    | Instrumental Music              |
| Vanderboegh, Scott | Technology Coordinator          |
| Weeks, Jim         | Physical Education              |
| Weeks, Kim         | 6 <sup>th</sup> grade           |
| Wenstrand, Emily   | Mathematics                     |
| Wredt, Julie       | Special Education               |
| Yearly, Michaela   | Guidance Counselor,<br>Careers  |

### Support Staff

|                   |                         |
|-------------------|-------------------------|
| Baack, Lexie      | Paraprofessional        |
| Bantz, Linda      | Custodian               |
| Blount, Erna      | Food Service Director   |
| Boden, Linda      | Food Service            |
| Bohling, Delores  | Paraprofessional        |
| Carnahan, Karla   | Food Service            |
| Decker, Miranda   | Paraprofessional        |
| Domino, Joni      | Food Service            |
| Dunn, Shane       | Custodian               |
| Georges, Margie   | Food Service            |
| Grable, Sherry    | Food Service            |
| Grafton, Tommy    | Paraprofessional        |
| Grant, Megin      | Nurse                   |
| Grafton, Dianna   | Custodian               |
| Horn, Amanda      | Paraprofessional        |
| Janssen, Janel    | High School Secretary   |
| Knipe, Barb       | Middle School Secretary |
| Koerner, Russ     | Custodian               |
| Koso, Maureen     | Paraprofessional        |
| Mather, Todd      | Maintenance             |
| Mendenhall, Julie | Food Service            |
| Perry, Julie      | High School Secretary   |
| Rivett, Connie    | Food Service            |
| Shaffer, Susanna  | Paraprofessional        |
| Snyder, Michelle  | Nurse                   |
| Taylor, Gene      | Custodial Supervisor    |
| Weeks, Jackson    | Paraprofessional        |
| Yoesel, Rhonda    | Paraprofessional        |

## **MISSION AND GOALS**

### Mission Statement

**Achieving success through innovation and excellence. Our Children... Our Future...**

### Vision Statement

District 29 is dedicated to providing a student-centered learning environment that is innovative, collaborative and challenging. Our district is a gateway to educational excellence where adults and children embrace diversity to foster successful, respectful, responsible and productive citizens in an ever changing world.

### Belief Statements

- We believe in setting high standards and challenging students to become successful life-long learners.
- We believe in teaching, modeling, practicing and encouraging positive behavior.
- We believe in providing a safe, caring and positive learner-centered environment.
- We believe in providing innovative and research-based curricula, instruction, and assessment for all students.
- We believe the education of our children is a shared responsibility.
- We believe equal access to 21<sup>st</sup> Century resources will assist our children become productive citizens in a global society.

### Goals And Objectives

The goals and objectives of the Auburn Public School are to provide:

1. A curriculum that is based on state standards; Comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest reading and the

study of current events, and develops technological and other skills for accessing, evaluating, and using resources.

5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
8. A school system that demonstrates accountability to the school community. School staff periodically assesses and report student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and insure accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

## SCHOOL DAY

### Normal School Day – Senior High School

| <b>High School A Lunch</b> |               |
|----------------------------|---------------|
| 1 <sup>st</sup>            | 8:00 – 8:47   |
| 2 <sup>nd</sup>            | 8:50 – 9:37   |
| 3 <sup>rd</sup>            | 9:40 – 10:27  |
| 4 <sup>th</sup>            | 10:30 – 11:17 |
| A Lunch                    | 11:20 – 11:47 |
| 5 <sup>th</sup> Period     | 11:50 – 12:37 |
| Advisory                   | 12:40 – 1:07  |
| 6 <sup>th</sup>            | 1:10 – 1:57   |
| 7 <sup>th</sup>            | 2:00 – 2:47   |
| 8 <sup>th</sup>            | 2:50 – 3:37   |

| <b>High School B Lunch</b> |               |
|----------------------------|---------------|
| 1 <sup>st</sup>            | 8:00 – 8:47   |
| 2 <sup>nd</sup>            | 8:50 – 9:37   |
| 3 <sup>rd</sup>            | 9:40 – 10:27  |
| 4 <sup>th</sup>            | 10:30 – 11:17 |
| 5 <sup>th</sup> Period     | 11:20 – 12:07 |
| B Lunch                    | 12:10 – 12:37 |
| Advisory                   | 12:40 – 1:07  |
| 6 <sup>th</sup>            | 1:10 – 1:57   |
| 7 <sup>th</sup>            | 2:00 – 2:47   |
| 8 <sup>th</sup>            | 2:50 – 3:37   |

### Normal School Day – Middle School

| <b>Middle School First Lunch – 6<sup>th</sup> Grade</b> |               |
|---|---------------|
| 1 <sup>st</sup>   | 8:00 – 8:47   |
| 2 <sup>nd</sup>   | 8:50 – 9:37   |
| 3 <sup>rd</sup>   | 9:40 – 10:27  |
| 4 <sup>th</sup>   | 10:30 – 11:17 |
| Student Family Lunch                                    | 11:20 – 11:47 |
| 5 <sup>th</sup>   | 11:50 – 12:17 |
| 6 <sup>th</sup>   | 12:20 – 1:07  |
| 7 <sup>th</sup>   | 1:10 – 1:57   |
| 8 <sup>th</sup>   | 2:00 – 2:47   |
|   | 2:50 – 3:34   |

| <b>Middle School Second Lunch – Grades 7 &amp; 8</b> |               |
|--|---------------|
| 1 <sup>st</sup>                                      | 8:00 – 8:47   |
| 2 <sup>nd</sup>                                      | 8:50 – 9:37   |
| 3 <sup>rd</sup>                                      | 9:40 – 10:27  |
| 4 <sup>th</sup>                                      | 10:30 – 11:17 |
| Student Family Lunch                                 | 11:20 – 11:47 |
| 5 <sup>th</sup>                                      | 11:50 – 12:37 |
| 6 <sup>th</sup>                                      | 12:40 – 1:07  |
| 7 <sup>th</sup>                                      | 1:10 – 1:57   |
| 8 <sup>th</sup>                                      | 2:00 – 2:47   |
|  | 2:50 – 3:34   |

### 11:30 EARLY RELEASE

| <b>All Grades</b>      |               |
|------------------------|---------------|
| 1 <sup>st</sup> Period | 8:00 – 8:24   |
| 2 <sup>nd</sup> Period | 8:27 – 8:51   |
| 3 <sup>rd</sup> Period | 8:54 – 9:18   |
| 4 <sup>th</sup> Period | 9:21 – 9:45   |
| 5 <sup>th</sup> Period | 9:48 – 10:12  |
| 6 <sup>th</sup> Period | 10:15 – 10:38 |
| 7 <sup>th</sup> Period | 10:41 – 11:04 |
| 8 <sup>th</sup> Period | 11:07 – 11:30 |

1:30pm EARLY RELEASE

|           |             |  |           |             |  |
|-----------|-------------|--|-----------|-------------|--|
|           | <b>HS A</b> |  |           | <b>HS B</b> |  |
| Period 7  | 8:00-8:30   |  | Period 7  | 8:00-8:30   |  |
| Period 8  | 8:33-9:03   |  | Period 8  | 8:33-9:03   |  |
| Period 1  | 9:06-9:36   |  | Period 1  | 9:06-9:36   |  |
| Period 2  | 9:39-10:09  |  | Period 2  | 9:39-10:09  |  |
| Period 3  | 10:12-10:42 |  | Period 3  | 10:12-10:42 |  |
| Period 4  | 10:45-11:17 |  | Period 4  | 10:45-11:17 |  |
| Lunch     | 11:20-11:47 |  | Period 5  | 11:20-12:07 |  |
| Period 5  | 11:50-12:37 |  | Lunch     | 12:10-12:37 |  |
| Period 6* | 12:40-1:30  |  | Period 6* | 12:40-1:30  |  |
|           |             |  |           |             |  |
|           |             |  |           |             |  |
|           | <b>MS A</b> |  |           | <b>MS B</b> |  |
| Period 7  | 8:00-8:30   |  | Period 7  | 8:00-8:30   |  |
| Period 8  | 8:33-9:03   |  | Period 8  | 8:33-9:03   |  |
| Period 1  | 9:06-9:36   |  | Period 1  | 9:06-9:36   |  |
| Period 2  | 9:39-10:09  |  | Period 2  | 9:39-10:09  |  |
| Period 3* | 10:12-10:57 |  | Period 3* | 1012-1057   |  |
| Period 4* | 11:00-11:47 |  | Period 4* | 11:00-11:47 |  |
| Lunch     | 11:50-12:17 |  | Period 5  | 11:50-12:37 |  |
| Period 5  | 12:20-1:07  |  | Lunch     | 12:20-1:07  |  |
| Period 6  | 1:10-1:30   |  | Period 6  | 1:10-1:30   |  |

10:00am LATE START

|          | <b>HS A</b> |  |          | <b>HS B</b> |
|----------|-------------|--|----------|-------------|
| Period 3 | 10:00-10:41 |  | Period 3 | 10:00-10:41 |
| Period 4 | 10:44-11:17 |  | Period 4 | 10:44-11:17 |
| Lunch    | 11:20-11:47 |  | Period 5 | 11:20-11:47 |
| Period 5 | 11:50-12:37 |  | Lunch    | 11:50-12:37 |
| ARC      | 12:40-1:07  |  | ARC      | 12:40-1:07  |
| Period 6 | 1:10-1:40   |  | Period 6 | 1:10-1:40   |
| Period 7 | 1:40-2:10   |  | Period 7 | 1:40-2:10   |
| Period 8 | 2:10-2:40   |  | Period 8 | 2:10-2:40   |
| Period 1 | 2:40-3:10   |  | Period 1 | 2:40-3:10   |
| Period 2 | 3:10-3:37   |  | Period 2 | 3:10-3:37   |
|          |             |  |          |             |
|          |             |  |          |             |
|          | <b>MS A</b> |  |          | <b>MS B</b> |
| Period 3 | 10:00-10:41 |  | Period 3 | 10:00-10:41 |
| SF       | 10:44-10:57 |  | SF       | 10:44-10:57 |
| Period 4 | 11:00-11:47 |  | Period 4 | 11:00-11:47 |
| Lunch    | 11:50-12:17 |  | Period 5 | 11:50-12:17 |
| Period 5 | 12:20-1:07  |  | Lunch    | 12:20-1:07  |
| Period 6 | 1:10-1:40   |  | Period 6 | 1:10-1:40   |
| Period 7 | 1:40-2:10   |  | Period 7 | 1:40-2:10   |
| Period 8 | 2:10-2:40   |  | Period 8 | 2:10-2:40   |
| Period 1 | 2:40-3:10   |  | Period 1 | 2:40-3:10   |
| Period 3 | 3:10-3:35   |  | Period 2 | 3:10-3:35   |

2018-2019 School Calendar

**Auburn Public Schools**  
**2018-2019**  
**School Year Calendar**

| August 18 |    |    |    |    |    |    | September 18 |    |    |    |    |    |    | October 18 |    |    |    |    |    |    | November 18 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | Sa | Su           | M  | Tu | W  | Th | F  | Sa | Su         | M  | Tu | W  | Th | F  | Sa | Su          | M  | Tu | W  | Th | F  | Sa |
|           |    |    | 1  | 2  | 3  | 4  |              |    |    |    |    | 1  |    | 1          | 2  | 3  | 4  | 5  | 6  |    |             |    |    | 1  | 2  | 3  |    |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 | 2            | 3  | 4  | 5  | 6  | 7  | 8  | 7          | 8  | 9  | 10 | 11 | 12 | 13 | 4           | 5  | 6  | 7  | 8  | 9  | 10 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 | 9            | 10 | 11 | 12 | 13 | 14 | 15 | 14         | 15 | 16 | 17 | 18 | 19 | 20 | 11          | 12 | 13 | 14 | 15 | 16 | 17 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 | 16           | 17 | 18 | 19 | 20 | 21 | 22 | 21         | 22 | 23 | 24 | 25 | 26 | 27 | 18          | 19 | 20 | 21 | 22 | 23 | 24 |
| 26        | 27 | 28 | 29 | 30 |    |    | 23           | 24 | 25 | 26 | 27 | 28 | 29 | 28         | 29 | 30 | 31 |    |    | 25 | 26          | 27 | 28 | 29 | 30 |    |    |
|           |    |    |    |    |    |    | 30           |    |    |    |    |    |    |            |    |    |    |    |    |    |             |    |    |    |    |    |    |

  

| December 18 |    |    |    |    |    |    | January 19 |    |    |    |    |    |    | February 19 |    |    |    |    |    |    | March 19 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa | Su         | M  | Tu | W  | Th | F  | Sa | Su          | M  | Tu | W  | Th | F  | Sa | Su       | M  | Tu | W  | Th | F  | Sa |
|             |    |    |    |    |    | 1  |            |    | 1  | 2  | 3  | 4  | 5  |             |    |    |    |    |    | 2  |          |    |    |    |    | 1  | 2  |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  | 6          | 7  | 8  | 9  | 10 | 11 | 12 | 3           | 4  | 5  | 6  | 7  | 8  | 9  | 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 | 13         | 14 | 15 | 16 | 17 | 18 | 19 | 10          | 11 | 12 | 13 | 14 | 15 | 16 | 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 | 20         | 21 | 22 | 23 | 24 | 25 | 26 | 17          | 18 | 19 | 20 | 21 | 22 | 23 | 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 | 27         | 28 | 29 | 30 | 31 |    |    | 24          | 25 | 26 | 27 | 28 |    |    | 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 30          | 31 |    |    |    |    |    |            |    |    |    |    |    |    |             |    |    |    |    |    | 31 |          |    |    |    |    |    |    |

  

| April 19 |    |    |    |    |    |    | May 19 |    |    |    |    |    |    | June 19 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|--------|----|----|----|----|----|----|---------|----|----|----|----|----|----|
| Su       | M  | Tu | W  | Th | F  | Sa | Su     | M  | Tu | W  | Th | F  | Sa | Su      | M  | Tu | W  | Th | F  | Sa |
|          | 1  | 2  | 3  | 4  | 5  | 6  |        |    |    | 1  | 2  | 3  | 4  |         |    |    |    |    |    | 1  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 | 5      | 6  | 7  | 8  | 9  | 10 | 11 | 2       | 3  | 4  | 5  | 6  | 7  | 8  |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 | 12     | 13 | 14 | 15 | 16 | 17 | 18 | 9       | 10 | 11 | 12 | 13 | 14 | 15 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 | 19     | 20 | 21 | 22 | 23 | 24 | 25 | 16      | 17 | 18 | 19 | 20 | 21 | 22 |
| 28       | 29 | 30 |    |    |    |    | 26     | 27 | 28 | 29 | 30 | 31 |    | 23      | 24 | 25 | 26 | 27 | 28 | 29 |
|          |    |    |    |    |    |    |        |    |    |    |    |    |    | 30      |    |    |    |    |    |    |

1st Quarter ends October 18  
 2nd Quarter/1st Semester ends December 21  
 3rd Quarter ends March 15  
 4th Quarter/2nd Semester ends May 23

- 1:30 pm Early Dismissal / Afternoon Teacher inservice
- 10:00 am Late Start / Morning Teacher inservice
- School Closed
- Potential Teacher / Student make up day  
(No School unless a makeup day is needed)
- School Closed / All Day Teacher inservice
- First/Last Day of Classes / 11:30 dismiss  
First day - August 20, 2018  
Last day - May 23, 2019
- PT Conferences - November 1st**  
Conferences will consist of three sessions - One morning, one afternoon, and one evening session - Exact times of each session will be communicated to parents before the end Sept. 2018
- Seniors' Last Day - May 3, 2019  
Graduation - May 11, 2019

## GENERAL INFORMATION

### WEB SITE FOR AUBURN PUBLIC SCHOOLS

Auburn Public Schools has several different websites for parents and patrons to obtain information about the school district and specifically about a parent's student.

The primary website for information about Auburn Public Schools can be obtained by logging on to <[www.auburnpublicschools.org](http://www.auburnpublicschools.org)>. The website provides articles about school events, activity calendars, school lunch menus, staff members, and other information pertinent to district operations. It also has links to all other APS websites. Three other websites that contain APS information are:

- Activity information can be found <<http://www.auburnbulldogs.org>>
- This site has the schedules for all high school activities and calendars of school events.
- It also allows you to sign up for e-mail notifications about APS activities.
- The Auburn Media Center's collection of books is online at <[destiny.auburnbulldogs.org](http://destiny.auburnbulldogs.org)>. This site will allow you to search for books and resources found in any of the district's libraries.
- During the school year, parents are able to view their child's grades and attendance on our PowerSchool website at <<https://auburn.nebps.org/>>. Parents must request a username and password from the Office to gain access to this website.
- Auburn partners with Google to provide basic web services to our students and staff. Access to Google School can be gained at <<https://www.google.com/a/cpanel/apsbulldogs.org>>.

If parents do not want to have their students identified on the website, parents must notify the high school administration of their wishes. Otherwise, the high school administration will assume that the student's identity may be revealed in captions, articles, etc.

### DIRECTORY INFORMATION:

Directory information for program use in athletics, music, drama and other school events that require lists will be printed unless parents or students submit in writing to the Principal five (5) days in advance of the event a request to not release such information.

Lists of students' names, addresses, and telephone numbers by class will be released to military recruiters unless specifically restricted to do so by parents or guardians. (See page 70 for information about policies concerning the release of names to military recruiters.)

Students' names by class will be released to photographers for senior pictures. A notice of the opportunity to restrict access to any information shall be published each year in building student/parent handbooks. See page 71 for a complete listing of Policy 5125.2 – Confidentiality of Student Records.

### PARENT OR PATRON COMMUNICATION/COMPLAINT PROCEDURE

It is the intent of the board of education, the administration, and teachers to encourage and support constructive two-way communication among parents, patrons, and school personnel. The following steps have been designed to facilitate an efficient communication procedure to address information needs in a timely manner.

Step 1: Communication should be directed to the employee or teacher delivering the program or service.

Step 2: If more information is needed or you still have concerns, a discussion with the principal or supervisor should be scheduled.

Step 3: A conference with the superintendent is appropriate if you still have concerns after speaking with the principal or supervisor.

Step 4: If you still have concerns after speaking with the superintendent, you may schedule a conference with the board of education president.

Step 5: The last level of communication with the district about a program or service is the board of education.

### SEVERE WEATHER AND SCHOOL CANCELLATIONS

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. Radio and television stations broadcast the information.

**Decision to Close Schools.** A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 10 p.m. for announcement during the 10 p.m. news. If that is necessary, the following radio and television stations will be notified and asked to broadcast the message: KFAB (1110AM), KNCY (1600 AM, 103.1 FM), KTNC (1230 AM), KLZA (101.3 FM), KOLN (channel 10), KETV (channel 7), KMTV (channel 3), WOWT (channel 6), and KPTM (channel 42). Please tune in to one of these stations if you suspect school may be canceled, dismissed early, or started late. If school is to be closed all day or has a late start, it will be announced by 6:00 A.M. Notification will also be made via the automated phone system if time allows. Please do not call school employees at home or at school to find out if school will be closed. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, AN ANNOUNCEMENT WILL BE MADE TO THE NEWS MEDIA WHEN SCHOOLS WILL BE CLOSED. In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities).

**After School Starts.** Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day, the notice will be broadcast by the media. Notification will also be made via the district's automated phone system. PARENTS SHOULD HAVE A PLAN IN PLACE TO ACCOMMODATE THESE CIRCUMSTANCES.

**Parental Decisions.** PARENTS MAY DECIDE TO KEEP THEIR CHILDREN AT HOME IN INCLEMENT WEATHER BECAUSE OF PERSONAL CIRCUMSTANCES. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

**What Not To Do.** Parents should not attempt to come to school during a tornado warning. SCHOOL OFFICIALS ARE NOT PERMITTED TO RELEASE STUDENTS FROM THE SCHOOL BUILDING DURING A TORNADO WARNING. Students and staff members practice tornado safety procedures regularly. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

## SAFETY PLAN AND FIRE/TORNADO/ DISASTER DRILLS

Periodic drills (Emergency Exit system, Tornado Warning System, and Critical Incident Response) are held to acquaint the students and staff with the proper evacuation procedures. The fire alarm includes a long, continuous sounding of a buzzer and a visual, flashing strobe light. The alarm signals students to leave the building quickly and quietly, in single file, at designated exits. Each room has a fire exit diagram near the doorway indicating the proper exit route. The signal to return to the building will be either three short blasts of the buzzer or direction by the teacher or administrator. The return to class should be as orderly as the departure.

Tornado and other warnings are issued over the PA or phone system. As procedures vary from room-to-room, safety plans are posted in each room and reviewed with the students by the classroom teacher.

### Emergency Drill Protocol

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## **LOCKOUT! GET INSIDE. LOCK OUTSIDE DOORS.**

### **STUDENTS**

Return inside  
Business as usual

### **TEACHER**

Bring everyone indoors  
Lock perimeter doors  
Increase situational awareness  
Business as usual  
Take attendance



## **LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **TEACHER**

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance



## **EVACUATE! TO ANNOUNCED LOCATION.**

### **STUDENTS**

Bring your phone  
Leave your stuff behind  
Follow instructions

### **TEACHER**

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



## **SHELTER! HAZARD AND SAFETY STRATEGY.**

### **STUDENTS**

| Hazard     | Safety Strategy          |
|------------|--------------------------|
| Tornado    | Evacuate to shelter area |
| Hazmat     | Seal the room            |
| Earthquake | Drop, cover and hold     |
| Tsunami    | Get to high ground       |

### **TEACHER**

Lead safety strategy  
Take attendance



## EMERGENCY CLOSING PROCEDURES

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

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

## AUBURN PUBLIC SCHOOLS SAFE PUPIL TRANSPORTATION PLAN

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in pupil transportation vehicles.

1. **Weapons-** Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:
  - A. Radio transportation dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
  - B. Pull vehicle over to safe and secure area.
  - C. Confiscate weapon (if it doesn't jeopardize student or driver safety).
  - D. Give description of weapon and participating parties to dispatch.
  - E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
  
2. **Pupil behavior-** Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior, which affects safety, and for reporting rule violations to school administration. In the event a student's behavior jeopardizes safety, the driver will make every attempt to:
  - A. First seek to resolve incident through discussion with the student(s) involved.
  - B. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - C. Activate emergency flashers.
  - D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.

- E. Report and document discipline problems to the school administrator on a Bus Conduct Report/Incident Form.

**3. Terrorist threats-** A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
- C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
- D. Driver should wait for instructions from dispatch *if possible*.

**4. Severe weather-** Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Return to the school if less than five minutes away and follow the directions of the school administrator.
- C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
- D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
- E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.

**5. Hazardous materials-** Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Pull vehicle over to safe and secure area.
- C. Give description of hazardous materials in question to dispatch.
- D. Dispatch will immediately notify appropriate law enforcement and school administration.
- E. Driver should wait for instructions from dispatch *if possible*.

**6. Medical emergencies-** Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.

- B. Dispatch will immediately notify appropriate medical agencies and school administration.
- C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
- D. **Only if necessary**, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
- E. Driver should try to keep student passengers as calm as possible.

**7. Procedures in the event of mechanical breakdowns of the vehicle-** Upon becoming aware of a mechanical breakdown aboard a Pupil transportation vehicle, the driver will make every attempt to:

- A. Pull vehicle over to safe and secure area **if possible**
- B. Radio transportation dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
- D. Driver should try to keep student passengers as calm as possible.
- E. Dispatch will arrange for assistance and a relief vehicle **if needed**.

**8. Procedures in the event the drop-off location is uncertain or appears unsafe to leave students.**

In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:

- A. Radio transportation or otherwise communicate with dispatch to notify them of the situation if possible.
- B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
- C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

**9. Documentation under Safe Pupil Transportation Plan.** Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior, which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

**10. Transportation of Unsafe Items.** Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.

**11. Supplemental Information.** A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's

safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.

Parents of students on the bus routes will be notified by the bus drivers (or the transportation director) of the “pick-up-times”. Any parents who have not been notified by August 8 should contact the Central Office at (402) 274-4830.

\*Reminder: There will be no bussing within 4 miles of school unless specifically approved by the Superintendent of Schools.

### **Morning Routes**

Peru Routes:

6:55 a.m. A bus will arrive at the Community Center to pick up students.

7:05 a.m. A bus will arrive at Peru State College corner by the new little school house to pick up students.

Brownville Route:

7:00 a.m. A bus will pick up students in front of the Brownville House.

### **Afternoon Routes**

3:40 p.m. A bus will pick up Peru, Brownville, and Julian students for transportation home, to Peru, Brownville, or Julian.

Anytime a student is transported on a school vehicle for purposes of attendance at a school sponsored activity, meeting, or class, they will be subject to all bus safety rules and they will remain under the direct supervision of the driver or sponsor unless specifically directed otherwise. No one is permitted to leave an activity or secure their own transportation unless all arrangements are specifically approved by the activity sponsor before hand.

For student conduct rules and consequences on Auburn Public School buses/vehicles, see page 42.

### **PARKING AND DRIVING**

Students who drive cars to school are required to park them in the east parking lot (between the school building and the stadium.) Because the parking lot to the north of the building will be used for faculty parking students may NOT park their vehicles there. The parking lot is off limits to students during the school day unless permission is granted from a faculty member.

Students are expected to use utmost caution while driving in the parking lot. The speed limit in the parking lot is 10mph! Careless driving will not be tolerated and will be reported to the police authorities. Students who violate safe driving standards or abuse parking privileges may have their parking privileges revoked. State law specifies that school speed zones are subject to double fines even when school is not in session. Please drive safely and responsibly.

### **ARRIVAL AT SCHOOL/DISMISSAL FROM SCHOOL**

Students are expected to arrive at school no more than 30 minutes prior to the first class or school program in which they are participating. **PRIOR TO THAT TIME, THE SCHOOL IS NOT RESPONSIBLE FOR SUPERVISION OF THE STUDENTS.** The doors to the school normally open one hour prior to the start of school. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due

to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

Any student desiring an early admittance to receive help from a teacher should make arrangements in advance to assure that the teacher will be available. Teachers are on duty from 7:40 a.m. until 4:00 p.m. If students must report to school prior to 7:30 a.m. they are to stay in the commons area. Grade 6 wait for school to begin in the south lower commons; Grades 7, & 8 students wait for school to begin in the north lower commons area. High School students wait in the upper commons area. Students are not to wander the hallways before school. Students that consistently wander the hallways will be subject to discipline.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. All students are requested to leave the building promptly following dismissal at the end of the day unless required to stay for a teacher or activity. In such cases, the student must be under the direct supervision of the sponsor. **THE SCHOOL IS NOT RESPONSIBLE FOR SUPERVISION OF STUDENTS ONCE THE STUDENTS ARE TO HAVE LEFT SCHOOL GROUNDS.**

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

#### ENTERING AND LEAVING THE BUILDING

The following specifies where students enter and leave the building:

All bus students enter and leave through the north door of the lower level of the building. Grades 6, 7, & 8 students wait for school to begin in the north lower commons area. High School students wait in the upper commons area.

Students brought to school by adult drivers are dropped off and picked up on the west side of the building on Irvin Drive, at the north doors on the first floor of the building, or the south doors of first floor of the building. No parking is allowed in the bus zone or faculty parking lot. When students arrive at school, they go immediately to their designated areas.

#### LEAVING AND RETURNING TO SCHOOL DURING THE DAY

Students are not permitted to leave school during the school day unless permission is granted from an administrator, an office secretary, or the school nurse. Any student leaving or reentering the building during the school day must sign out and sign in through the office. Students leaving without permission will be considered truant and subject to penalty.

#### LIMITED ACCESS TO STUDENT RELEASE

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

## CLOSED CAMPUS

All students have a closed lunch period. Everyone must stay at school during the lunch period. Parents may request permission from the administration to take their student to lunch. However, students must return to school by the beginning of the student's next class.

Smart snack items are served at Auburn Middle School / High School. These items are cash only items.

There is more than one choice of food items at Auburn Middle School / High School.

## GENERAL EXPECTATIONS

### ACCIDENTS

In case of injury or serious illness, students must report to the office before leaving the building. Office staff will help students make contact with the school nurse, parents, guardians, or medical personnel as needed.

### BICYCLES

Bicycle racks are located by the south door of the High School. Bicycles ridden to school must be placed in a rack located on the south side of the building. Students are encouraged to lock their bikes.

Reminder to students in Middle School Athletics: Students are required to ride the assigned bus if the team must practice at a facility not located on the Auburn High School Campus. Consequently, students will not be able to ride their bikes from the high school to practice.

### BULLETINS

The daily bulletin is one of the most important publications of the school. It can be found online through the school website. It contains official announcements and communications, and students are held responsible for having heard all notices or regulations that may appear in it. Failure to hear the reading of the bulletin is not acceptable as an excuse. If, for any reason, a student misses its reading, copies are posted in both offices. Upon returning to school after an absence, students should ask to see the bulletins for any important announcements missed during that absence. Notices must be approved by the supervising teacher and handed to the office clerk before the close of the school day to appear in the next morning's bulletin.

### CARE OF SCHOOL PROPERTY

Desks and equipment will be checked regularly for damage. Students are responsible for all textbooks issued to them which must be returned in good condition. If a book is returned showing excessive wear or damage, students may be fined according to extent of the damage or the replacement cost of the book.

### COPYRIGHT AND FAIR USE POLICY

Students and staff will adhere to the law, policies, and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

### FINES AND FEES

Any student who owes fines or fees to the school should pay them promptly. Hardship cases are to be referred to the principal where each case may be reviewed for final disposition.

### INSUFFICIENT FUNDS - P3580

When a check is returned for insufficient funds or payment on a credit or debit card is rejected, the Superintendent's designee shall attempt to contact the person a minimum of two times to collect the amount

that remains due and owing. At least one attempt shall be in writing, either via letter or email.

In the event that an individual's method of payment is rejected, such person shall be required to pay the amount that remains due and owing by cash, cashier's check or money order, plus a returned check fee of \$10.00 to cover the administrative expense of having to address the matter. In addition, whenever said person wishes to make a payment in the future, said person may be required to pay only by cash, cashier's check or by money order.

Notice of this returned check fee policy will be given annually to students and parents via the school website, and may be included in newsletters, student handbooks, or postings.

Any individual who attempts to pay any amount to the District by check or credit card agrees to the terms of the Policy and the returned check fee. In the event that an individual does not agree with this Policy or is unwilling to pay the returned check fee, then such individual must pay by cash, cashier's check or money order.

### INSURANCE

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District encourages all student participants in athletic programs have injury and accident insurance and all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

### INTERNET AND COMPUTER USAGE BY STUDENTS

Internet access is available for educational use by students at Auburn Senior High School / Auburn Middle School. Access to the Internet opens up a wide range of resources. While the benefits of Internet access are enormous, the Internet is an open system containing objectionable material also. We provide Internet access for educational purposes only and we make efforts to prevent access to objectionable material on the Internet. We have a system of filtering objectionable materials which can track the time, computer, and site addressed for each computer that is going to inappropriate sites. However, no system of monitoring is perfect and misuse can take place. If use of e-mail and participation in Internet chat rooms is desired, those services should be contracted through private Internet providers for use at home. Internet access through Auburn Public Schools was never intended to take the place of private Internet service providers, but is for educational use during the school day only.

Users acknowledge that while objectionable materials may be found on the Internet, access to such materials is neither encouraged nor allowed at Auburn Public Schools. Users agree to abide by our General Code of Conduct for Electronic Communication and understand their access to the Internet may be revoked for inappropriate use. No access is permitted until a completed handbook receipt is signed by both student and parent(s) and is returned and approved by Auburn Public Schools.

Auburn partners with Google to provide basic web services to the students and staff of Auburn Middle School / Auburn Senior High School. These services include, but is not limited to: e-mail, word processing, spreadsheets, web site authoring, calendars, contacts lists, and video services. APS will provide students and parents usernames and passwords to access their Google School accounts.

Misuse of the computer resources of District #29 will be cause for termination of access to the computer resources of the District. Teachers will be provided a list of students not eligible to access our computer resources or internet capabilities.

## ACCEPTABLE USE OF COMPUTERS AND NETWORKS

### *STUDENT'S AGREEMENT*

In order to make sure that all members of Auburn Public Schools community understand and agree to these rules of conduct, Auburn Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Auburn Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Auburn Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Auburn Public Schools, any of its employees, or any institution providing network access to Auburn Public Schools responsible for the performance of the system or the content of any material accessed through it.

### *PARENT'S AGREEMENT*

In order to make sure that all members of Auburn Public Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Auburn Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Auburn Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the Auburn Public Schools, any of its employees, or any institution providing network access to Auburn Public Schools responsible for the performance of the system or the content of any material accessed through it.

## LOCKERS, BOOK BAGS, AND COATS

Students will be provided lockers for temporary use during the school year for storage of books and physical education attire and equipment. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Although lockers are intended for student use, school lockers are the property of School District #29. Combination locks are provided on each hallway and gym locker in grades 6 thru 12. Do not jam these locks. For the purpose of sanitation, fire protection, student safety, and protection of property, administrators may periodically inspect school and athletic lockers to assure that the Auburn school facilities and equipment are properly utilized. Items found in

lockers that are unlawful for the student to possess or have potential to harm the student or the student body will be removed from the locker.

Book bags, hats, and coats may be brought to school, but must be stored in the locker during the school day and remain there while the student is in school. Athletic/P.E. lockers are not to be used for storage of books and school supplies as access to them is restricted during the school day.

### LOCKER SEARCHES AND OTHER TYPES OF SEARCHES

The school owns student lockers, desks, computer equipment, and other such property. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted in the discretion of the administration. This includes the parking lot and the cars parked in it. The District may also obtain the assistance of law enforcement personnel to conduct searches if it is determined that such assistance would be beneficial. Law enforcement personnel and school officials may use a dog to assist in their searches.

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
5. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable.
2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

### LOST AND FOUND

Students who have lost valuable articles should report these losses to the office. The losses will be made known to the student body through the daily bulletin. Valuable articles that are found on the school grounds should be taken to the office where efforts to find the owner will be made.

### PASS SLIPS - PLANNERS

Students may have permission to leave the study hall or classroom for official business within the building by being signed out in their planners. This indicates the place from which the student leaves, his/her intended destination, and the time of his/her departure and return. Only the classroom teacher in charge may initiate a pass for a student to leave their respective class. If a student, while in the study hall, wishes to visit another teacher, the student must have a permission signed by the requesting teacher before he/she reports to study hall. Study hall teachers will initiate passes only to the office and media center. All students traveling are expected to return to their original station before the end of the period. Student are allowed to leave their classrooms twice during the school day. This will be monitored in the student's planners. A student who does not have their planner will not be allowed to leave the classroom. If a student loses their planner they may purchase a new one from the office at a cost of \$5.

### RECORDING OF OTHERS

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act. (Board of Education Policy P1102)

### SAFETY GLASSES AND/OR CLOTHING AND TESTING

Students must use safety items, such as lab glasses while working in laboratory settings, as directed by the teacher. Failure to do so may result in the student being removed from the lab and a zero recorded for the days' work. Students may also be required to pass a safety test prior to participating in laboratory settings.

### SMOKE-FREE ENVIRONMENT

Auburn Public Schools provide a smoke-free environment. Smoking is not permitted within any facility utilized as an instructional center, a meeting area, or as an activity center. This includes all school buildings and sport areas. Adult visitors may smoke in designated areas outside of all school facilities.

### STUDENT ID CARDS

AHS/AMS will use student identification cards for a variety of purposes. The student I.D. will contain a digital picture and a bar code. The I.D. may be used for material checked out from the library, admission to

student events, purchasing lunch, and general student identification. The student will be expected to carry this ID card during school hours and at school events. Replacement cost of an ID is \$5.00.

### TELEPHONE NOTIFICATIONS (TEXT & EMAIL)

Auburn Public School utilizes an automatic phone calling system known as AlertNow. This system can serve to notify parents on anything from emergency situations, to school/activity cancellations, to attendance information, to classroom notifications. AHS/AMS will make every effort to send any non-emergency notifications between the hours of 6:30 p.m. to 8:30 p.m. Urgent or emergency notifications will go to parents as soon as the system can process the messages.

### USE OF SCHOOL TELEPHONE

A telephone for student use is located in each office. It may be used with permission of office personnel. However, it should be used for a specific reason and for a very short time (e.g. 1-2 minutes). Misuse of this privilege may result in a student not being able to use the office telephone.

Students will not be called to take phone calls during school hours. However, in serious emergencies, messages or requests to call back may be left with the office secretary.

### VALUABLES

Students should not bring money or valuable items to school as the school is not responsible for lost, stolen, or damaged items.

### VIDEO SURVEILLANCE

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

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

### VISITORS

Entrance doors to Auburn High School Campus are locked after the start of school and remain locked through the school day. Access to the second floor is available only through the main office doors on the west side of the building. Access to the first floor is available through the doors on the south side of the building. Both of these doors are monitored and controlled by the office. Visitors must buzz into the office and be granted permission to enter. All visitors and students entering after the start of school must report to the nearest office before going anywhere in the building. Anyone wishing to speak to a staff member, employee, or student must ask to do so at the office.

**STUDENTS WILL NOT BE ALLOWED TO HAVE VISITORS ACCOMPANY THEM TO CLASSES DURING THE SCHOOL DAY.**

## ATTENDANCE

State Law (79-201) requires that all students be in school every day unless excused by the school because of illness or family emergency. Regular attendance is necessary to keep up with lessons and receive the intended benefits of a formal education. Excessive absenteeism may be the cause for students failing to achieve graduation credit. Students are expected to attend all classes and to be present at assigned study halls throughout the school day. Students may not excuse themselves from class or study hall; but if they have a valid reason to receive attention from the school nurse or go to the office, they must first see their classroom teacher or their study hall teacher and receive a pass excusing them from the room.

By law, Auburn Senior High School / Auburn Middle School keeps daily attendance records on all students. These records are not only important to help school officials account for the student's daily participation in the school's class program, but they are also necessary to obtain financial aid from the State of Nebraska. This aid amounts to a sizable percentage of the school's annual operating budget. Attendance is noted on the quarterly grade report and permanent record.

### Attendance policy goals

Auburn Senior High School / Auburn Middle School's attendance policy will help students accomplish the follow goals:

- Develop student responsibility
- Develop quality citizenship
- Increase respect for teachers, other students, and learning
- Achieve success in their courses
- Prepare for future employment

## ATTENDANCE RESPONSIBILITIES

### **The Role of the Student**

- The student shall gain the most of their educational experience by regularly attending and being on time to all classes.
- Students shall be present in assigned or designated areas at all time.
- Students shall follow proper check-in/check out procedures.
- Student shall obtain make-up assignments from the teacher due to absences and shall turn them in according to arrangements made with the teacher.

### **The Role of the Teacher**

- Teachers shall keep an accurate roll of all absences and tardies.
- Teachers shall emphasize the importance of punctuality by beginning class promptly with meaningful instruction.
- Teachers shall discuss attendance issues with students as they arise and inform the school administration if attendance does not improve.

### **The Role of the Parent/Guardian**

- Parents/guardians should avoid interruptions of the academic year and plan medical appointments and vacations at times that will not require students to be out of school.
- Parents/guardians will show support regarding district policies and state law by expecting regular school attendance for student success.

- The parents/guardians shall contact the attendance office and notify the school of student's absence, in the case of illness or other legitimate reasons for absences, the day of the absence.

### **The Role of the Administration**

- The administration shall identify students with attendance issues and work cooperatively with parent/guardians and students to improve attendance.
- The administration shall use earnest and persistent effort to improve student attendance.

### **The Role of the Office**

- The attendance office shall keep administrators and parent/guardians informed of attendance problems.
- The attendance office shall notify parents/guardians of excessive absenteeism by phone message or letter.
- The attendance office shall review attendance daily and resolve discrepancies in student attendance records.
- The attendance office shall provide check-in/check-out slips upon authorization by phone or in person by a student's parent/guardian.

## Attendance Policy and Excessive Absenteeism

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

### A. *Attendance and Absences.*

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
  - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:
    - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
    - (2) Other absences as determined by the principal or the principal's designee.
  - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
    - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the

parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.

- (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

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

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

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

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

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

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

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

#### Exit Interview

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

The exit interview shall be personally attended by:

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

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

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

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

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

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

- The child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- The Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

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

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

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

*Reporting Excessive Absenteeism to the County Attorney.*

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

## *Tardiness*

If a student reports to class with less than half of the class time remaining, an absence for that period shall be recorded. Tardiness at the bell will be recorded accordingly by the teacher for that period.

### *Tardy to school*

Any student reporting late for school, after the beginning of the first period, will be considered tardy and must first report to the office where he/she may receive detention for the tardy

### *Tardy to class – already in school*

If a student is detained beyond the end of a period by a teacher, thus making the student late to his/her next assignment, the student must secure an admit pass from the teacher to avoid being charged with an unexcused tardy. Students at Auburn Senior High School / Auburn Middle School have a 3 minute passing period between classes, making most reasons for tardiness unexcused.



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### *Make-up work schedule*

Students assigned make-up work following an excused absence will be given two school days for each excused day absent with a maximum of ten days allowed for each “set” of days absent. IT IS THE STUDENT’S RESPONSIBILITY TO CONTACT EACH TEACHER TO GATHER ASSIGNMENTS. Expect to spend some time with your teachers either before or after school in order to catch up following an absence.

### SATURDAY SCHOOL PROGRAM

The purpose of Saturday School is to provide a positive, worthwhile, educational experience and a meaningful deterrent for those students who have missed school due to disciplinary reasons or who have failed to complete assigned work during the regular school day.

Saturday School has three components: School, academic, and behavior. Students who attend Saturday School will receive academic assistance and will be given the opportunity to do: homework, make-up, or

remedial work, under the supervision of a certified teacher. It is our hope that when students are forced to attend school on Saturday morning they will change their behavior to keep from attending again.

Saturday School is an option in lieu of other disciplinary consequences. Refusal to attend or tardiness without an acceptable excuse may result in the assignment to an additional Saturday School or other disciplinary consequences.

### **Saturday School Rules**

1. Teachers will recommend Saturday School Assignment to the Administration. This must occur by the end of school on the Wednesday prior to Saturday school. The Administration will OK the assignment and notify the teacher.
2. The student and parent notification will be the responsibility of the faculty member assigning the student to Saturday School. This must be initiated by the end of school Thursday.
3. On Friday, the assignments for the student will be collected and given to the Saturday School Teacher.
4. If an emergency arises and the student cannot attend, the parent must contact the Principal. If the reasons are acceptable, the School will be rescheduled.
5. The doors will open at 8:00 a.m. and close at 8:10 a.m.
6. There will be no talking.
7. Breaks for a drink or restroom use are at the discretion of the School supervisor.
8. Students may be required to complete a Behavior Modification Packet.
9. If a student finishes all of his/her work, the School supervisor will assign additional work.

If a student refuses to work, he/she may be assigned an additional day of Saturday, in-school suspension, out-of-school suspension or other consequences as determined by the administration.

## **SCHOLASTIC ACHIEVEMENT**

### **ACADEMIC HONORS**

For the purposes of enforcing Auburn Public Schools Board of Education Policy 5111.1, Academic Honors is defined as speaking on behalf of the senior class for earning a 4.0 GPA OR as the salutatorian OR valedictorian.

### **ACADEMIC LETTERS**

The Student Advisory Board awards academic letters in recognition of outstanding academic excellence. In order to be eligible to earn a letter, a student must be on the honor roll the 3rd and 4th quarter of the previous year and the 1st and 2nd quarters of the current year, starting the 3rd quarter of the freshmen year. Only one letter per student will be awarded. Any student qualifying more than once will receive a gold-colored bar each time thereafter. A student who earns a place on the honor roll all 16 quarters of a high school career may earn a 4th academic letter.

### **CLASS LOAD**

A basic, minimum load for Senior High School Students is considered to be a combination of seven classes. Students may have no more than one regularly scheduled study period in their schedule unless the counselor or principal grants permission to do so. The student's ability and interest will be a prime consideration in determining his/her class load. Students are expected to attend school the full school day,

unless excused to participate in work release, for attendance in another school (college or technical school), or for some other reason that has been approved by the school and the student's parents.

### COMMENCEMENT

Commencement will be held tentatively on Saturday, May 11, 2019. (Please note that this date may change depending on a variety of factors.) At this time, diplomas are awarded to graduating seniors. No student will be permitted to participate in commencement unless he/she has completed all requirements for graduation and is receiving his/her diploma.

Souvenir caps, tassels, and gowns must be purchased by each graduate. Those students that qualify for fee waivers may apply to have these costs waived.

### CORRESPONDENCE STUDY

Auburn Senior High School serves as a liaison between the University of Nebraska and other accredited institutions and the student in initiating correspondence study. Registration for correspondence study, supervision of testing, and all other administrative functions associated with correspondence study are carried out through the counselor's office. Instruction is NOT provided by Auburn Public Schools.

Credit is not accepted from non-accredited institutions or for correspondence courses taken independently from Auburn Senior High School.

High school students may register for correspondence study if the course(s) are not offered through the regular educational program or if the student has completed his/her junior year of high school and is enrolling in a course they failed during the regular school year.

The student is responsible for the complete cost of the course, payable upon registration. Auburn Senior High School may require prerequisites be completed before acceptance into correspondence study will be supported. Questions regarding correspondence study should be directed to the counselor or principal.

### GRADING SYSTEM

Students are graded on the basis of letter grades. The letter grades closely approximate the grade percentages listed below. Grade Point Averages (GPA) for students in Grade 9-12 will be calculated using the point designations in column two (labeled GPA). This calculation system parallels the values used by the majority of postsecondary institutions.

|    | Percentage | GPA*  |
|----|------------|-------|
| A+ | 98-100+    | 4.0   |
| B+ | 87-89      | 3.333 |
| C+ | 77-79      | 2.333 |
| D+ | 67-69      | 1.333 |
| F  | Below 60   | 0     |

|     | Percentage | GPA |
|-----|------------|-----|
| A   | 93-97      | 4.0 |
| B   | 83-86      | 3.0 |
| C   | 73-76      | 2.0 |
| D   | 63-66      | 1.0 |
| P** | 59.5       | 1.0 |

|    | Percentage | GPA    |
|----|------------|--------|
| A- | 90-92      | 3.667  |
| B- | 80-82      | 2.667  |
| C- | 70-72      | 1.667  |
| D- | 60-62      | 0.667  |
| WF | Below 59.4 | 0.0*** |

\* A grade of P (Passing) CAN be given to students whose percentage is below 59.5 % but are achieving at or near grade level.

## GRADE POINT AVERAGE (GPA)

Student grade point averages are kept on file in the guidance office. Only semester grades are used to compute a student's GPA. Grades received in correspondence, summer school or AVENTA internet courses are not used to compute GPA. A student transferring to the high school will have his/her GPA computed using Auburn's current format.

## GRADUATION / MID-TERM

Students with extreme circumstances may apply to the Auburn Board of Education to graduate after 7 semester of school (mid-term of the student's senior year) if they will complete all graduation requirements required by Auburn Public Schools Policy 5127 and Regulation 5127 prior to graduation. Students must apply for mid-term graduation prior to the end of their junior year.

## GRADUATION REQUIREMENTS

General Requirements: Students must complete a minimum of 240 semester hours of credit.

Specific Requirements: Each student shall be expected to successfully complete course work in each of the following areas:

1. Language Arts: 40 semester credits (must include 2 semesters of English Grades 9,10,11, and 12),
2. Social Studies: 30 semester credits (must include American History and one semester of American Government).
3. Mathematics: 30 semester credits - Of the 30 credits, all students must successfully complete 10 credits in Algebra and 10 credits in Geometry. When Algebra I is successfully completed in 8<sup>th</sup> grade, 10 credits will be transferred to the student's high school transcript
4. Science: 30 semester credits. This must include Physical Science and Biology.
5. Physical Education and Health: 4 semesters, 9th grade is required, 2nd year of P.E. may be postponed indefinitely as long as the student maintains a full schedule of seven classes and one study hall
6. Practical / Fine Arts: 10 semester credits (to be selected from Family & Consumer Science, Industrial Technology, Business Education, Computer Science, Reading 10, PEIII, AHS Newspaper, Journalism, Vocal Music, Instrumental Music, or Art).
7. Personal Finance and Careers - 5 credits

Note #1: Non-academic courses shall include: Band, Vocal Music, Careers, and Physical Education.

Note#2: Transfer students, students pursuing a predetermined program of studies requesting special exception, and students assigned to the work-study program may have their requirements adjusted with approval from the guidance and administrative offices.

## HALL OF FAME – ACADEMIC/ACTIVITY/ATHLETIC

Auburn Public Schools started an Academic/Activity Hall of Fame in 2010. Students who GRADUATE FROM AUBURN HIGH SCHOOL\* are eligible enter the Hall of Fame if they meet one of the following criteria:

- ACT of 32 or higher or a SAT score of 1450 or higher
- Being selected as a National Merit Finalist
- Being selected to the Omaha World Herald All-Regional Academic Team
- Graduating with a 4.0 Cumulative GPA
- Winning an individual or team (including pair or duet) championship at a state level competition sanctioned by the Nebraska Department of Education or Nebraska School Activities Association

- Winning an individual or team (including pair or duet) championship at a state level competition in a school sponsored activity\*\*
- Being elected to a statewide office in a school sponsored activity\*\*
- Being selected to the NMEA All State Band, Jazz Band, Choir, or Orchestra for three or more years.
  - *The three-year requirement is effective for the graduating class of 2021.*
  - *The school principal may consider selection at previous schools for students who transferred into Auburn High School.*
- Being selected 1<sup>st</sup> team all-state by either the Lincoln Journal-Star or the Omaha World-Herald in any sport sanctioned by the Nebraska School Activities Association.
- Being selected 1<sup>st</sup> team all-state in a sport by the Nebraska Coaches Association
- Winning an individual state championship or being a member of a state champion team in any sport/activity sanctioned by the Nebraska School Activities Association, the Nebraska Coaches Association, or the Nebraska Interscholastic Athletic Administrators Association
- Being selected to participate in a statewide all-star game or competition in a sport sanctioned by the Nebraska School Activities Association.

*\* The requirement to be an Auburn High School Graduate for the athletic criteria was approved by the Auburn Board of Education in July, 2017. It is considered as qualifying criteria for the 2018 graduating class and beyond.*

*\*\* A school-sponsored activity is defined as an activity in which the school pays someone a salary to sponsor the activity (FLA, FBLA, SAB, Skills USA, FFA, etc.)*

Students, teachers, and/or patrons that believe a specific student or group's achievement is worthy of admission into the Hall of Fame but does not meet any of the criteria listed above, may make a specific request to the Auburn Board of Education through the Auburn Superintendent's Office.

Students interested in admission to the Academic/Activity Hall of Fame should contact the Principal. Students interested in admission to the Athletic Hall of Fame should contact the Activities Director.

#### MID-YEAR / FINAL EXAMS AND EXEMPTIONS – GRADES 9-12

Mid-year and final exams are an important part of the educational process because they offer students an opportunity to review and deepen the connections in the course content. Exams will take place over the last two full days of each semester. Classes will be offered in block format over these two days. (Periods 1-4 on the first day, periods 5-8 on the second day.) No major assignments shall be assigned and no major tests shall be given during the day prior to the beginning of semester/final exams.

Seniors with a "B+" average AND no more than six (6) excused absences in that class will be exempted from taking semester exams in that class. These two criteria will be checked 3 days prior to the beginning of semester/final exams. Students who are enrolled in a AP course AND will taking the AP exam are exempt from taking semester/final exams.

Juniors may be exempt from some or all second semester final exams based on their NDE administered ACT scores. The determination of what scores qualify for exemption of finals will be based on NDE proficiency cut-off scores and the academic abilities of the student. Each Junior will be informed of the needed score to be exempt from finals prior to taking the ACT.

### MIDDLE SCHOOL CREDIT (GRADES 7 & 8)

The 7<sup>th</sup> and 8<sup>th</sup> grade students will receive credit in each of their CORE classes (i.e. math, English, social studies, and science.) Students will earn 5.0 credits per semester in each of the CORE classes for a total of 40 credits per school year. Students must earn 30 credits in 7<sup>th</sup> grade and 30 credits in 8<sup>th</sup> grade by receiving a grade of 60% or higher in their CORE classes. A grade of P (Passing) will be recorded for students whose semester percentage are 59.4% or lower but are achieving at or near level of ability and full credit will be awarded for coursework.

Summer school instruction will be provided for students in Grades 7 & 8 who have had academic difficulty during the previous school year. Academic difficulty is defined as lacking an ample number of Middle School Credits.

#### **Placement Options if 30 credits are not earned:**

1. Students may enroll in summer school and successfully complete the requirements of the summer school. (See Summer School on pg. 33)
2. If students do not enroll in summer school or do not successfully complete the requirement of the summer school, students will repeat a CORE class in order to earn sufficient credit.

### NATIONAL HONOR SOCIETY

The National Honor Society (NHS) chapter of Auburn Senior High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character.

Candidates shall have spent at least one semester in Auburn Senior High School and shall be members of the sophomore, junior or senior classes. Students maintaining a 3.5 average at the conclusion of the preceding semester may be invited to submit a student information sheet for membership consideration. Their selection to membership shall be decided on the basis of their Scholarship, Service, Leadership and Character. Selection is made by a five-member faculty committee. Neither the principal nor the NHS faculty advisor are voting members.

#### **Procedure:**

1. Student's academic records will be reviewed to determine scholastic eligibility.
2. Students who are eligible scholastically will be notified and informed that for further consideration for selection to the NHS Chapter, they must complete an information form and an interview.
3. The student application/information form will be reviewed by the faculty committee, along with any other verifiable information about each candidate. The five-member faculty committee and the faculty advisor will interview each candidate regarding the candidate's scholarship, leadership, service, and character.

Students or parents who have questions regarding the selection process or membership obligations may contact faculty advisor, Joellen Hamann, in Room 201 or by phone at 247-4328. Candidates receiving a majority vote of the faculty committee will be invited to membership in the chapter.

### PARENT - TEACHER CONFERENCES

The Auburn Senior High School / Auburn Middle School encourages the parents of all students to participate in the parent-teacher conferences. The conferences will be held November 1, 2018. Teachers are available for conferences during the day and evening to visit with parents. It is hoped that a close working relationship between home and school will develop through an exchange of information. Because

communication between the family and the school is highly beneficial to student success, parents and teachers may also schedule conferences throughout the school year.

### PROGRESS REPORTS

Following the third and sixth week of each grade reporting period, progress reports will be sent to the parents of students. It is hoped that parents and the student will contact the teacher involved to ascertain what will be necessary to improve work that is not up to acceptable standards. Teachers are on duty both before and after school to give individual help. If the student needs extra attention and help, it is his/her responsibility to seek such help.

\* If you are a parent of a student who does not live with you, you may request copies of progress reports and report cards by calling the office (274-4328). This request will remain in tact through the student's high school career.

### REGISTRATION

Registration for the ensuing school term is usually held during the spring semester. This gives each student an interim period, prior to beginning their new class schedule in the fall, to make any necessary adjustments in their program.

All students new to Auburn Senior High School / Auburn Middle School will complete registration during the second week in August or upon enrolling at AHS/AMS. Current students who have completed their registration in the spring will receive their class schedule and student packet in August. Each student attending the ninth grade in Auburn Senior High School shall complete an educational plan outlining his/her high school course of study. It is advisable to meet with the counselor if students wish to change their educational plans.

### REPORT CARDS

Grade reports are issued at the end of each nine-week period. Parents/guardians receive the first nine-week grade reports at Parent-Teacher conferences. The second, third, and fourth quarter reports will be sent by mail. Parents are urged to check the document carefully and communicate with the school personnel on matters which may need attention.

\* If you are a parent of a student who does not live with you, you may request copies of progress reports and report cards by calling the office (274-4328). This request will remain in tact through the student's high school career.

### SCHEDULE CHANGES

Students may be permitted to change their class schedule only during the first three days of the semester, and then only for good cause. All class changes must have the approval of the principal or counselor. Withdrawal from any class after the first two weeks of the semester (or period designated by the principal) have passed, may result in semester failing grade for the class dropped. Few exceptions to the policy will be permitted and will occur only after consultation with the counselor and/or principal.

## SCHOLARSHIPS - GENERAL INFORMATION

Many scholarships are available for qualified students. Information concerning these scholarships may be obtained from the guidance office. Students who wish to attend certain colleges should write for information concerning scholarships early in the junior year. To qualify for some scholarships, students must take the College Board Entrance Examination (SAT) or American College Test (ACT) which are given periodically throughout the school year. Examination dates are posted on bulletin boards in the guidance office.

Students interested in scholarships should begin to plan a strong program of academic subjects during their freshmen year and throughout their high school career and make an effort to excel in all academic areas. Most scholarships come to students as a result of long and persistent effort in acquiring basic skills in English, mathematics, science, history and language.

## SCHOLARSHIPS - LOCAL

Each year, local scholarship awards are made available to graduating seniors. The number and type of awards are made known to all seniors during the spring semester. Interested students are requested to write letters of application in order to be given consideration for scholarships. Detailed information is available from the guidance office.

## SUMMER SCHOOL

Summer school classes are provided for approximately 3 weeks during the summer vacation. The administration will designate summer school dates during the 4th quarter of the school year. Summer school for students in grades 9-12 is designed for credit acquisition. Students may take no more than two semesters of class work during summer school without administrative permission. There may be a cost charged to those students enrolling in summer school.

Summer school instruction will be provided for students in Grades 7 & 8 who have had academic difficulty during the previous school year. Academic difficulty is defined as lacking an ample number of Middle School Credits. Students in 7<sup>th</sup> and 8<sup>th</sup> grade must earn 30 credits in their core classes OR failure of both semesters of a core class. (Core classes include: math, English, social studies, and science.) Seventh and eighth graders may take summer school classes to make-up regular school year credits.

## TESTING

It is the practice of District #29 to administer group and/or individual achievement, aptitude and vocational tests each school year. The administration of such tests shall be scheduled and completed by the staff of District #29 or designee[s].

Auburn Public Schools, through the State of Nebraska(NDE), will administer one required ACT test in April of the student's junior year.

Additional ACT test and/or the SAT test may be taken by students at their discretion. Auburn High School serves as a testing site for the ACT Test. Registration information for these tests can be obtained from the guidance office.

This exam (PSAT/NMSQT) is given during the second quarter of the junior year. Any junior desiring to take the examination may do so. Any scholarship aid requested, on the basis of these scores, is administered through a college office of scholarships and financial aid.

## **SUPPORT SERVICES**

### **Special Education Services**

#### *What Does Special Education Mean?*

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

#### *Students Who May Benefit*

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

#### *How are Students With Disabilities Identified?*

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

#### *Independent Evaluation*

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

#### *Reevaluation*

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

#### *Individual Education Program (IEP)*

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services, which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention

services to infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

### Special Education Placement

**Section 1** The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

### More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 ((special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website:

<http://www.nde.state.ne.us/SPED/sped.html>.

### Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's 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. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and

- extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.
  11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
  12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
  13. File a local grievance in accordance with school policy.
  14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

### Guidance Services

Auburn Public Schools employs counselor(s) for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment. School counselors are required to report to the proper authorities anytime they believe there is a danger to self or others.

### Health Services

#### *Student Illnesses*

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F, vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

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

#### *Guidelines for Administering Medication*

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

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

the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

### *School Health Screening*

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school-screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

### *Physical and Visual Examination*

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

### *Immunizations*

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

Unimmunized students may be excluded from school in the event of a disease outbreak.

**Summary of the School Immunization Rules and Regulations  
For 2018-2019 School Year**

**Summary of the School Immunization Rules and Regulations**

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

### *Birth Certificate Requirements*

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

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

### *Guidelines for Head Lice Head Lice (Pediculosis Capitis) P5141.32*

Auburn Public Schools is reliant upon parents to secure treatment and care of students infested with head lice (pediculosis capitis). Our goal is to provide a learning environment that is free of head lice. Therefore, it is the policy of Auburn Public Schools to exclude students who have live head lice.

Students with unhatched eggs (nits) that are more than 2 inches from the scalp shall not be excluded from school. Unhatched eggs that are within 2 inches from scalp are considered viable and the student will need to be removed from school. Students' parents shall be notified and provided information and procedures about appropriate treatments to eliminate lice infestations.

### *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 Auburn Public Schools adopts the NDE Guidance entitled "Bridging the Gap from Concussion to the Classroom,"<sup>1</sup> and accompanying Appendix,<sup>2</sup> as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

### Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transported on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

## Behavior on School Buses

- I. General Conduct Rules Apply:** While riding school buses you are expected to follow the same student conduct rules, which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

### **Special Conduct Rules for Riding School Buses.**

#### **A. Rules for Getting On and Off the Bus**

1. Be on time to be picked up. As a general rule, get to your bus stop five minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least 5 feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

#### **B. Rules on the Bus**

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any Para educator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

- II. Getting the Driver's Assistance:** If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

- III. Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

# **STUDENT RIGHTS, CONDUCT, RULES, AND REGULATIONS**

## **INTRODUCTION**

The basis for an education is to prepare the student for the demands of the adult world, its challenges and its problems. The rules and standards of student conduct contained herein are intended to provide notice to students as to the conduct prescribed or required of them and of the responsibilities of the students in the Auburn Public School System.

In order to function properly, public school education must provide a reasonably equal learning opportunity for all students. In addition to the regular curriculum, principles and practices of good citizenship must be taught and demonstrated. This includes an appreciation for the right of others. However, no school or school system can discharge these responsibilities if students act in an objectionable manner or disregard rules and regulations adopted for the benefit of all.

The rules and standards in this handout apply to all school buildings or any school ground during, immediately before, or immediately after school hours. They also apply to any school-sponsored function or event whether on or off school grounds. This handout does not define all types of aspects of student conduct; however, the Board of Education has the responsibility to set forth policies, rules, and regulations to help students conduct themselves in a proper manner as reasonably good citizens of the school community.

## **I. Establishment Of Policies, Rules, And Regulations**

The Board of Education establishes written policies, rules and regulations of general application governing student conduct in all schools. Principals within their buildings may establish certain written rules and regulations not inconsistent with those established by the Board of Education, Nebraska Law and the Student Discipline Act. Neb. Rev. Stat. sections 79-4, 170 to 79-4, 205, section 79-211, and sections 16, 42, and 43 of Legislative Bill 1250 shall be known and may be cited as the Student Discipline Act.

## **II. General Standards Of Behavior**

Any 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 that interferes or creates a reasonable likelihood that it will interfere with the health, safety, or well being of the rights of other students is prohibited.

Nothing herein is intended to restrict or be construed as restricting the exercise of constitutional rights. The purpose of the Student Discipline Act shall be to assure the protection of all elementary and secondary school students' constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process. The sanctions defined in the act shall be interpreted at all times in the light of the principles of free speech and assembly protected under the Constitution of the State of Nebraska and of the United States and in recognition of the right of every student to public education.

The standards of behavior outlined in this document will be followed throughout our school system. We have not attempted to itemize all acts or possible misconduct that could occur during the course of a school year. Violations of any of the rules and regulations described in this document may result in temporary suspension from school for up to five (5) days and, in severe cases as more particularly set out below, expulsion from school for one full semester, subject to and as more particularly provided herein below.

The school board or board of education may authorize the emergency exclusion, short-term or long-term suspension, expulsion, or mandatory reassignment of any student from school for conduct prohibited by the board's rules or standards established pursuant to the Student Discipline Act if such emergency exclusion, short-term or long-term suspension, expulsion, or mandatory reassignment complies with the procedures provided by the act.

#### *ADMINISTRATIVE AND TEACHING PERSONNEL*

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

Neb. Rev. Stat. Section 79-4, 173 further provides that if a student is suspended, expelled, or excluded from school or from any educational function pursuant to the Student Discipline Act, such absence from school shall not be deemed a violation on the part of any person under any compulsory school attendant statutes. Any suspension or expulsion under the act shall comply with the requirements of the Special Education Act and the requirements of the federal Individuals with Disabilities Education Act, 20 U.S.C. 1401 et seq.

#### *NOTICE*

Any statement, notice, recommendation, determination, or similar action specified in the Student Discipline Act shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian. It shall be the duty of the superintendent to provide clear notice to each student and his or her parent or guardian of all rules and standards concerning student conduct that have been established or which will be established and promulgated by the board of education. Such rules or standards, which form the basis for discipline, shall be distributed to each student and his or her parent or guardian at the beginning of each school year. The superintendent shall also be responsible for posting in a conspicuous place within each school building during the school year such rules, or standards. In the event there are changes in the rules and standards, such changes shall not take effect until the superintendent has made a reasonable effort to distribute the text of such changes to each student and his or her parent or guardian.

#### *COURTESY AND MUTUAL RESPECT*

Auburn Senior High School / Auburn Middle School expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated. Courtesy to teachers, school employees, other students and visitors is expected. Each of us will be considerate of others. Respect and obey the judgment of your teachers. They are not only your teachers and adults, but act in place of your parents during the school day. Treat all other employees of the school with courtesy, and follow requests or directions given by them.

### *Student Conduct Rules*

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

#### Forms of School Discipline

##### *A. 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:

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
2. Other violations of rules and standards of behavior adopted by the Auburn Public Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. 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.
2. 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.
3. 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.
4. 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.
5. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

##### *B. 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.

### C. *Expulsion:*

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred 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) the misconduct occurred 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) 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.
2. 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. The suspension pending hearing may be imposed 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.
3. 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.
4. 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.
5. 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.
6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order 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.

### *C. Emergency Exclusion*

A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

### *D. Other Forms of Student Discipline.*

Administrative and teaching personnel may 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 be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. 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.

### 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.

A. *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 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. 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. 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; or
12. 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 those students riding Auburn Public Schools buses.
  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 transmissions 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.

*B. Additional Student Conduct Expectations and Grounds for Discipline*

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

3) Student Appearance: Students at Auburn Public Schools are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. 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).
- e. Head wear including hats, caps, bandannas, and scarves;
- f. Clothing or jewelry, which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).
- i. PE attire should not show an inappropriate amount of bare skin or underwear. “Cut-out” shirts where the sides or bottoms are cut or removed to expose skin are not allowed.

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 Principal or Superintendent will make the final decision regarding attire and grooming. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

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

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

(2) Academic Integrity.

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

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

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

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

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

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

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

- (iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another

student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

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

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

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

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

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

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

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

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

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid

plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

### (3) Electronic Devices

a. Philosophy and Purpose. Auburn Public Schools strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

(1) "Electronic devices" include, but are not limited to, cell phones, smart watches, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

- (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
- (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
  - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
  - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

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

d. Violations

- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for:
- (a) activities which disrupt the educational environment;
  - (b) illegal activities in violation of state or federal laws or regulations;
  - (c) unethical activities, such as cheating on assignments or tests;
  - (d) immoral or pornographic activities;
  - (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment;
  - (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public;
  - (g) “sexting;” or
  - (h) activities which invade the privacy of others. Such student misuses will

be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

e. Penalties for Prohibited Use of Electronic Devices:

Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

- (i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
- (ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

f. Reporting to Law Enforcement.

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

g. Responsibility for Electronic Devices.

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

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

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

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

- (5) 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:
- a. 1st Offense: Student will be confronted and directed to cease.
  - b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
  - c. 3rd Offense: 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.

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

(6) Specific Rule Items: The following conduct may result in disciplinary action, which, in the repeated violations, may result in discipline up to expulsion.

- a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
- b. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be consumed outside.
- c. Students are expected to bring all books and necessary materials to class. This includes study halls.
- d. Assignments for all classes are due as assigned by the teacher.
- e. Students are not to operate the mini-blinds or the windows without permission of the teacher.
- f. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
- g. Students are to be in their seats and ready for class on the tardy bell.
- h. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or cleanup rules that will be explained to you by that teacher which must be followed.
- i. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
- j. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
- k. Snow handling is prohibited.

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

(a) General Rules:

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

- (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
  - (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
- (b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."
- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
  - (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
  - (iii) Users shall not use or try to discover another user's account or password.
  - (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
  - (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
  - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
  - (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
  - (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
  - (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
  - (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.
- (c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

- (i) Be polite. Do not become abusive in your messages to others.
- (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
- (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
- (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages, which violate the rules, will result in disciplinary action.
- (v) All communications and information accessible via the network should be assumed to be private property of others.
- (vi) Do not place unlawful information on any network system.
- (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- (ix) Other rules may be established by the network administrators or teachers from time to time.

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

(7) Risks of Twitter, Facebook and other Social Networking:

The purpose of this message is to give our students information about the risks of using Twitter, Facebook, Xanga, and similar social networking sites.

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

What you say now on Twitter 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 a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on social media

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

- Don't forget that your profile and Twitter 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).

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

We urge all students to following these common sense guidelines.

#### (8) Reporting Student Law Violations:

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. 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.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

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.

#### Drugs, Alcohol and Tobacco

##### *Drug-Free Schools.*

The District implements regulations and practices, which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules, promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as

required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

*Education and Prevention.*

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

Drug and Alcohol Use and Prevention. Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Safe and Drug-Free Schools--Parental Notice. Pursuant to the provisions of the Every Student Succeeds Act ("ESSA"), 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 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 Drugs, Alcohol and 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 or alcohol 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.

For purposes of this policy, 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.

### **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 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 unlawful substances will be 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.

### **Intervention**

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

### **Administration**

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

## **STATE AND FEDERAL PROGRAMS**

### Notice of Nondiscrimination

#### 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, 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.gov/complaint\\_filing\\_cust.html](http://www.ascr.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](mailto:program.intake@usda.gov)

This institution is an equal opportunity employer.

### Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

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

The Coordinator may be contacted at: 1713 J Street, Auburn, Nebraska 68305, telephone number (402) 274-4830.

Anti-discrimination, Anti-harassment, and Anti-retaliation

P1003  
P4003  
P5401  
(formally P5003)

**A. Elimination of Discrimination.**

The Auburn Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Auburn Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Kevin Reiman, Superintendent  
1713 J Street  
Auburn, NE 68305  
(402)274-4830 / kevin.reiman@apsbulldogs.org

Employees and Others: Kevin Reiman, Superintendent  
1713 J Street  
Auburn, NE 68305  
(402)274-4830 / kevin.reiman@apsbulldogs.org

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR),

please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

**B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**

**1. Purpose:**

The Auburn Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a

- person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
  - g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

## **2. Anti-retaliation:**

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

## **3. Grievance (or Complaint) Procedures:**

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. 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 may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

*i. Level 1 (Investigation and Findings):*

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

*ii. Level 2 (Appeal to the Superintendent):*

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

*iii. Level 3 (Appeal to the Board):*

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

**4. Confidentiality:**

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and

that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

**5. Training:**

The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

**6. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in

reporting the allegations to the designated compliance coordinator and responding to the allegations.

- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

**7. Preventive Measures:**

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq. Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.; Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq. Section 504 of the Rehabilitation Act of 1973 (Section 504) Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k) Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq. Neb. Rev. Stat. § 79-2,115, et seq

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|-----------------|---------------|-----------------------|
| Policy Adopted: | July 13, 2015 | Auburn Public Schools |
| Policy Amended: | July 10, 2017 | Auburn, Nebraska      |
| Policy Amended: | July 9, 2018  |                       |

**Multicultural Policy**

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate

stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

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

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. 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 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:

Kathleen Styles, Office of the Chief Privacy Officer  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

### ***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:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;

8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Auburn Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate 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 information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information. The District may disclose information about former students without meeting the conditions in this section.

In addition, notice is further given that FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student —

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska Department of Education. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the District has designated as “directory information” under §99.37. (§99.31(a)(11))

The District’s policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice, which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assists 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/or 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 Nemaha County Sheriff Police 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 Every Student Succeeds Act (“ESSA”) requires that the District 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 the District 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. The District will comply with any such request.

**Notice Concerning Staff Qualifications**

The Every Student Succeeds Act (“ESSA”) gives parents/guardians the right to get information about the professional qualifications of their child’s classroom teachers. Upon request, the District 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, the District 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.

### Student Privacy Protection Policy

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

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

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

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

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

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means

individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

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

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

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

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

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect

the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

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

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

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

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

### Parental Involvement Policies

#### A. General - Parental/Community Involvement in Schools:

Auburn Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District’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.

**B. Title I Parental Involvement Policy:**

The District's Title I Parental Involvement Policy is established in compliance with the Every Student Succeeds Act ("ESSA"). The District has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

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

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

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.

5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program will:

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

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

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as

appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

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

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

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

### Breakfast and Lunch Programs

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

Funds can be deposited into a student's account by giving cash or checks to the appropriate food service employee during designated times. These deposits are free to the student/parent. Funds can also be deposited electronically into a student's account via eFunds. The eFunds link can be found on the school website. eFunds does charge a fee to use this service.

It is the practice of the District to provide a Type A line meal to all students who request a meal, regardless of any debt that student may have accrued to that point. A la carte items may be restricted when the student carries a negative balance but only when such restriction can be done without drawing attention to other students.

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

Students may be required to bring money or food for field trip lunches and similar activities.

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
4. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following information will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

**2018-2019 School Lunch prices, per individual breakfast/lunch, are as follows:**

| <b>School:</b> | <b>Breakfast:</b> | <b>Lunch:</b> | <b>Milk:</b>  |
|----------------|-------------------|---------------|---------------|
| <b>K-5</b>     | <b>\$1.95</b>     | <b>\$2.60</b> | <b>\$0.40</b> |
| <b>6-12</b>    | <b>\$1.95</b>     | <b>\$2.90</b> | <b>\$0.40</b> |
| <b>Adults</b>  | <b>\$2.25</b>     | <b>\$3.50</b> | <b>\$0.40</b> |

**2018-2019 Reduced School Lunch prices, per individual breakfast/lunch, are as follows:**

| <b>School:</b> | <b>Breakfast:</b> | <b>Lunch:</b> | <b>Milk:</b>  |
|----------------|-------------------|---------------|---------------|
| <b>K-5</b>     | <b>\$0.30</b>     | <b>\$0.40</b> | <b>\$0.40</b> |
| <b>6-12</b>    | <b>\$0.30</b>     | <b>\$0.40</b> | <b>\$0.40</b> |

**2018-2019 Fee School Lunch prices, per individual breakfast/lunch, are as follows:**

| <b>School:</b> | <b>Breakfast:</b> | <b>Lunch:</b> | <b>Milk:</b> |
|----------------|-------------------|---------------|--------------|
| <b>K-5</b>     | <b>\$0</b>        | <b>\$0</b>    | <b>\$0</b>   |
| <b>6-12</b>    | <b>\$0</b>        | <b>\$0</b>    | <b>\$0</b>   |

Monthly school breakfast and lunch menu will be sent home with students at the end of each month. Parents may access a ‘lunch calendar’ at the school’s website at [www.auburnpublicschools.org](http://www.auburnpublicschools.org).

Meal Charge Policy

Policy No. 3542.1

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Free and reduced Lunch/breakfast applications can be filled out at anytime during the school year and last for the remainder of the school year UNLESS there is a change in income. Families can reapply if there is a change in income.

Student Eligibility

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

Meal Account Balances

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

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

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

### Student Confidentiality

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

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

### Distribution Annually

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

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

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

Legal Reference: Richard B. Russell National School Lunch Act (42 U.S.C. § 1751); U.S.D.A. Memorandum SP 57-2016.

### *Non-Discrimination Statement*

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file an employment complaint, you must contact your agency's EEO Counselor (PDF) within 45 days of the date of the alleged discriminatory act, event, or in the case of a personnel action. Additional information can be found online at [http://www.ascr.usda.gov/complaint\\_filing\\_file.html](http://www.ascr.usda.gov/complaint_filing_file.html).

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

### Internet Safety Policy

It is the policy of Auburn Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

A. Computer Acceptable Use Policy

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

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

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

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

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

The following are unacceptable uses of the technology resources:

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

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

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

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

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
  
- d. Technology-Related Limitations: Technology resources shall not be used in any manner, which impairs its effective operations or the rights of other technology users. Without limitation:
  - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - 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.

Legal Reference: Children's Internet Protection Act, 47 USC § 254  
Children's Online Privacy Protection Act, 15 U.S.C. § 6501  
FCC Order adopted August 10, 2011  
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)  
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)  
LB 512 (2017).

## Appendix A

### AUBURN PUBLIC SCHOOLS ACTIVITY CODE 2018-2019

The Auburn Public Schools athletic teams and activity groups are before the eyes of the public throughout the school year. Citizens of the community are quick to judge students and the Auburn Public School system by the manner in which participants in the school-sponsored activities conduct themselves. Therefore, it is imperative that a high standard of conduct, grooming, dress, training and eligibility be maintained as an integral part of the program. Participation by the student in any activity is a voluntary decision.

Non-curricular activities shall be defined as those activities, which are not direct extensions of a regularly scheduled class (normally included within course requirements and/or expectation). Specifically, these are: all interscholastic athletics, scholar's bowl, drama productions, musical productions, math-science club, FFA, Future Business Leaders of America, Skills-USA, class officers, and Student Advisory Board members. It will also include those after school band and vocal music activities that do not affect a student's grades. Other activities, which do not normally occur on an annual basis, may be included in the activity participation code by the administration.

#### ACTIVITY PARTICIPATION DESIRED OUTCOMES

The desired outcomes are intended to serve as a guidance mechanism for the Activities Department and help define the Activity Participation Code. By defining the purposes of the participation codes within these desired outcomes, we hope to assure that over all interests are clearly understood and protected.

By providing a clear and reasonable participation standard, this code has the goal of:

1. Promoting self-discipline, a sense of responsibility, and "esprit de corps" among student participants in extra-curricular programs.
2. Fostering confidence in sponsors and encouraging program involvement among students, parents, and the community.
3. Providing training and conditioning standards, which will enhance good physical health, reduce the risk of injury, and permit students to compete at an optimum level of efficiency.
4. Providing for and promoting the acquisition of skills and knowledge relative to individual activity endeavors.
5. Providing for and promoting a sense of fairness and equity in the administration of participation standards.
6. Providing an operational framework that is both responsive and administratively manageable.

In order to enhance esprit de corps, prevent adverse public reaction, prevent dissension within the various teams and organization, and promote the general welfare of all participants and the school, the following regulations governing the aforementioned standards have been developed and are in effect:

#### RULES AND STANDARDS THAT GOVERN ACTIVITIES

Because of the nature and purpose of activities the staff of District #29, along with the administration and Board of Education believes that students have an obligation to themselves and to their school that requires high standards of conduct, and positive personal habits and behaviors. The following minimum rules and standards, which govern students in grades 7 through 12, have been adopted by the District #29 Board of Education.

ELIGIBILITY: All participants must meet all requirements for eligibility as determined by the Auburn School District #29 (Section I-A) and the sponsoring or governing organization, Nebraska School Activities Association (Section VII).

ATTENDANCE: It is expected that students be present at school at least half of the school day on days of activity practice or competition (Section I-C). A half-day is defined as before the beginning of 5th period.

DECORUM: All participants in activities will be expected to maintain a standard of personal conduct, behavior and appearance that will promote pride in the Auburn Public Schools. This includes (but is not limited to) the voluntary attendance at a non-adult supervised party where alcohol and/or illegal drugs are being used.

ALCOHOL, TOBACCO, AND OTHER DRUGS: Students participating in the Auburn Senior High School / Auburn Middle School Activity Program will not be permitted to use, consume, or possess alcohol, tobacco, or illegal drugs (Section II).

CRIMINAL ACTIVITY: Criminal activity, other than minor traffic violations, by students participating in the Auburn Senior High School / Auburn Middle School Activity Program will not be permitted (Section II).

SPECIAL REGULATIONS BY ACTIVITY: Any sponsor or coach may require additional standards which are applicable to a certain sport or activity, provided the standards are approved by the administration and are communicated in written form to the students and parents before the particular season begins. Students may be allowed to practice during a period of suspension unless the sponsor or coach decides that extenuating circumstances exist and that participation in practice should not be allowed.

Compliance with all participation standards is mandatory.

## I. AUBURN PUBLIC SCHOOLS ACTIVITY ELIGIBILITY

**THIS SECTION OF THE HANDBOOK WAS CHANGED AT THE DECEMBER 2018 BOE MEETING. THE NEXT SECTION CAN BE FOUND AT THE END OF THE HANDBOOK.**

~~General: In order for a 7th through 12th grade student to be eligible to participate in the extra-curricular activity program, or to hold office or membership in any other representative group elected by members of the student body, a pupil must have met the following minimum eligibility requirements:~~

### REQUIREMENTS PRIOR TO PARTICIPATION

- ~~1. Students and parents must sign and return the Code of Conduct / Handbook receipt form~~  
~~Student participating in a NSAA athletics must also~~
- ~~2. Complete an athletic physical;~~
- ~~3. Have a current IMPACT concussion testing on file; (IMPACT testing is good for 2 years.)~~

## ACADEMICS

Students must be in good academic standing. “Good Standing” would be forfeited if any of the following conditions are met:

1. Failing two or more subjects,
2. About to fail (D, D-, or an INC) in three or more subjects,
3. Failing one subject and about to fail (D, D-, or an INC) in two or more subjects.

Beginning the third week of each Semester the parents of students involved in extra curricular activities not in “Good Standing” will be notified of the status of the student. If students are not in “good standing” they may use the fourth week as a probation period. During this time students are expected to practice and participate with the team as normal. At the end of the fourth week students who are not in “good standing” will be declared academically ineligible for one week. During the period of ineligibility the student is expected to continue to participate in practice and follow directions of the sponsor. Grades will be checked Wednesday afternoons and probation and ineligibility will run from one Wednesday to the next. If a student is still not in “good standing” he will again be academically ineligible for one week. This process continues throughout the first semester and starts again at the beginning of the second semester. Good standing will be based on the student’s semester grades. Once a student has been determined to be ineligible they will remain ineligible until the next check has taken place. If a student is not in “good standing” and upon the following week is determined to be in “good standing” he may return to competition. The administration reserves the right to deviate from this policy in the case of special needs students.

Students who are assigned Saturday School may not participate in any Activities regardless of the time of the event on that Saturday. It is up to the Activity Sponsor/Coach to determine whether or not the student may or is required to attend the event.

### GENERAL CONDUCT

The general conduct of any student, as well as his/her scholastic grades, must be considered as acceptable. No student shall be elected, or hold office, or participate as a representative of the student body if he/she exhibits behaviors contrary to the accepted code of conduct.

### ATTENDANCE

It is expected that students be in regular attendance and be present for at least the later half of the school day on the day of participation or practice. A half-day is defined as before the beginning of 5th period.

### ADDITIONAL RULES

It is expected that the activity sponsor or coach place in writing additional rules and guidelines governing the conditions for participation in each respective activity. These must not be contrary to established school policies. All additional rules must be approved by the principal, in writing, prior to the start of the activity season.

***\*\*\*A student shall become temporarily ineligible for extra-curricular activity participation and immediate suspension may result when the activity director has reasonable cause to believe that a violation of rules governing the participation in that activity has occurred. \*\*\****

## II. VIOLATIONS OF THE ACTIVITY CODE (OTHER THAN ACADEMIC)

Determination of a violation will be made by the building administration and be based on the following:

1. Admission of the violation
2. Report from law enforcement personnel
3. Report from a staff member
4. A signed, written report from a credible witness or witnesses
5. Other credible notification that a violation occurred

If a violation of the standard prohibiting the use or possession of alcohol, tobacco, illegal drugs or criminal activity occurs at any time during the school year following a student's first date of participation in any activity, the student will be denied the opportunity to participate in any school activity as defined by this code for 30 calendar days for grades 7-12. A second violation during the student's high school career will result in the student being suspended from activity participation for 60 calendar days. Third and subsequent violations will result in the student being suspended for 90 calendar days.

Violations of the code, if any, are cumulative during the student's middle school career and then again in their high school career. Violations incurred during the student's middle school years (grades 6, 7, & 8) will not be carried over onto the student's high school record.

If a violation occurs between or at the close of an activity season, a minimum of one activity shall be missed for the first offense, two for the second offense, or three for the third and subsequent violations. The suspension will be carried out during the next athletic season of that school year. Suspension time shall not carry over from one year to the next.

The school year is defined as beginning with the first date of practice or participation and ending with the last day school is in session or the last date of participation for that student if the activity extends past the close of the regular school year. For example, students involved in the fall sports or band programs would begin their year with the first date of fall practice. Students in the track program may end their year after the last day of school if the state track meet is held after school is dismissed. An activity year may be of different lengths depending on when a student begins their first activity. Once a student begins their first day of activity participation, their activity year begins and continues through the end of the school year or later if their activity extends after the close of the school year. There is no "time out" between activity seasons except for the summer between spring and fall seasons.

## III. REDUCTION OF THE SUSPENSION

If a suspended student is honest and forthright regarding their violation of the activity code they may have their activity suspension reduced by one half if they agree to complete a drug treatment program, pretrial diversion program, or similar substance abuse program approved by the school administration. All costs of such program(s) are the responsibility of the student. When completed, written documentation of completion of the program must be given to the activities director. Failure to do so in a timely manner will result in a reinstatement of the full penalty.

If the court system, or the nature of the offense does not provide for a diversion or treatment program, the student will still be eligible for suspension reduction of one-half if they are honest and forthright regarding their violation of the activity code.

A minimum of one activity contest must be missed at the first offense, two for the second offense and three for the third and subsequent offenses. The suspension will be carried out during the next athletic season of that school year. Suspension time shall not carry over from one year to the next.

#### IV. PROCEDURE FOR HANDLING ACTIVITY CODE VIOLATIONS (OTHER THAN ACADEMIC)

Due Process: In the event an alleged violation of the activity participation code should occur, the following procedures shall apply:

- A. The appropriate administrator, activity director, sponsor or coach will investigate the alleged violation.
- B. The student will be notified of the alleged violation of the activity participation code and the penalty, which may be imposed.
- C. The student will be provided the basis of the evidence supporting the allegation.
- D. The student will be given the opportunity to present their side of the situation to the Activities Director and present evidence on their behalf.
  1. All participants are expected to be honest and forthright with school officials. In the event the activity sponsor or coach or any school administrator ask a student for information pertaining to compliance (or lack of compliance) by the participant with the rules, standards, guidelines, or eligibility conditions for participation in activities, the participant is expected to fully, completely, and honestly provide truthful information regarding the alleged violation by responding with a yes or no answer. A participant who fails or refuses to respond truthfully shall be denied the opportunity to participate in school activities for 30, 60, or 90 days depending on the nature of the alleged violation (1st offense -30 days, 2nd offense - 60 days, 3rd and subsequent offenses - 90 days) and will not be afforded the opportunity to have their suspension reduced by one-half as provided in section III of this code.
- E. After consideration of the evidence presented, the Activities Director shall make a decision on the matter.
- F. Should the student be in disagreement with the decision of the Activities Director, a request to present the facts to the activities committee may be made within five (5) days of the decision. The committee will meet on this issue within five (5) days of the request. During this time the activity suspension will remain in place. At this meeting information will be presented by both sides. An activity suspension will remain in place unless removed by majority vote of the activities committee. The activities committee shall consist of five (5) coaches/sponsors who are appointed annually by the Activities Director.
- G. Should the student be in disagreement with the decision of the activity committee, they may request a meeting with the superintendent as allowed by the Auburn Public School's complaint procedure. During this process the activity suspension will remain in place.

#### V. ADDITIONAL REQUIREMENTS / INFORMATION

Prior to the start of the first practice all students must complete and submit the following information to the school:

1. A current physical examination release form signed by the doctor.
2. A signed copy of the activity code (student and parent consent for interscholastic participation).

\*Physical Examination (Athletics): Students competing in NSAA sanctioned interscholastic athletics must complete a physical examination by a physician of his/her choice each year prior to participation. The

expense of the examination is the responsibility of the student. The results of the physical examination must be entered on an approved form provided by the school and carry the signature of the doctor.

Insurance (Athletics): The Auburn Public Schools' staff and administration request, but do not require, that each family take adequate measures against the financial obligations associated with the accidental injuries, which may occur in athletic contests or practices. Neither the school nor activity sponsors assume financial responsibility for treatment or care of injuries which may occur at school during school related activities, game, or practices. School personnel can provide only minor first aid at practice or during contests. Auburn Public Schools will not act as an agent for purposes of recommending insurance coverage.

### Concussions

#### 1. Training.

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

#### 2. Education.

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

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

#### 3. Response to Concussions.

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

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

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable

evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual's qualifications.

Appearance:

1. Athletes should be neat, clean, and well groomed while participating in a sport/activity.
2. All Athletes will take pride in their dress and appearance. No outlandish dress or attire will be permitted.

Joining a Team: A student will be allowed to join a team after the first day of scheduled practices if he contacts the coach within 5 days of the first practice. After the fifth day of practices it becomes the coaches discretion. The student may be required to make up the lost practice time.

Quitting a Sport: If a student is participating in one sport during a season and decides to quit that sport and participate in another sport during that same season, the student shall be restricted from practice or competing for a minimum of seven school days and possibly longer per the coach's wishes. The coaches of both sports and the Activity Director must approve this change. No student who has practiced or competed in one sport will be allowed to change to another sport if the district or state meet in the student's former sport is in progress or has been completed, or if the season has ended.

Team Selection: The head coach and the assistants for that particular activity will conduct team selection and placement. There is a no cut policy that has been adopted. Athletes do need to be aware that this does not mean that they are guaranteed a uniform. Suiting up for games must be earned and will be up to the discretion of the coaching staff. Make sure beforehand that all athletes are aware of the selection procedure that will be used in determining who gets to suit up.

VI. PARENT / COACH CONCERNS PROCEDURE

## **Auburn Coaches Concern Procedure**

It is the intent of Auburn to provide an opportunity for parents and players to express their concerns and receive a timely and appropriate response. In order to ensure a respectful and professional experience, the Board of Education and administration insist that players, parents, coaches and board members follow the concern procedures as presented.

The procedures are as follows:

1. **Cooling off period.** There are to be no spontaneous concern related conversations immediately following a game or practice. Parents agree to wait at least 24 hours after a game or practice prior to initiating a conversation with a coach. Coaches agree not to participate in any conversations where the concern procedure has not been followed.
2. **Concern Form.** Prior to any conversations being held between a parent and a coach, a concern form must be completed by the parent and given to the principal. The principal will be responsible for delivering the form to the coach. This will allow the coach the opportunity to be prepared to discuss the issue.
3. **Parent/Coach Meeting.** The coach will contact the parent and arrange a time to meet with the parent, and player (if appropriate) in order to resolve the issue. Both parent and coach agree to conduct themselves professionally and respectfully at all times.

4. **Principal's Involvement.** In the event the issue is not resolved to the satisfaction of the parent, coach or both, a meeting will be scheduled with the principal, parent(s) and coach in order to resolve the issue.
5. **Superintendent's Involvement.** In the event the issue is not resolved, the principal will bring the concern to the superintendent.
6. **Board of Education.** In the event the issue is not resolved, the parent may file an official grievance form, which has been adopted by each respective board of education.

*In the interest of protecting the education oriented environment of Auburn,  
it is imperative that this policy be followed by all.*

## **A COPY OF THE REQUIRED CONCERN FORM IS FOUND AT THE BACK OF THIS HANDBOOK.**

### VII. SUMMARY OF THE ACTIVITY CODE

1. The Code exists to provide for a standard of conduct, attendance, and minimum academic achievement for our activity participants.
2. The Code provides for an incentive for students who violate the standards prohibiting the use of alcohol, tobacco, other drugs, or other criminal activity to seek appropriate professional treatment and have a reduction in the amount of time suspended from activities.
3. The Code provides for an incentive for students to be honest and forthright regarding their violation and have a reduction in the amount of time suspended from activities.
4. Consequences are cumulative during a student's high school career.
5. Once a student chooses to participate in an activity program, they fall under the activity code for the remainder of the school year. There is no "time out" between sports seasons where participation standards do not apply.

### VIII. STATE ELIGIBILITY (N.S.A.A.)

**\*\*\* The following standards apply only to students in grades 9-12. \*\*\***

Auburn Public School is mandated to follow the guidelines of eligibility of the Nebraska School Activities Association for all activities that are subordinate to its jurisdiction. These guidelines shall apply to all aspects of the local activity program as applicable. The most common rules, which effect eligibility, are listed for participants' information:

A high school participant meets N.S.A.A. eligibility requirements if:

- You were not 19 years of age before August 1, 2018
- You have not attended school more that 8 semesters (grades 9-12).
- You were enrolled in school by the 11th day of school.

You were in school the immediate preceding semester.  
You passed 20 semester hours of credit the preceding semester.  
You are currently passing 20 semester hours of credit.  
You have not graduated from high school.  
You do not play on an independent team during the season of that sport.  
You do not play on an all-star team during the school year.  
You have not changed schools without your parents changing residence.  
Your parents have not changed their residence to another school district. (Exception: If your parents move after school has started, you will be eligible to complete the current school year. Check the NSAA yearbook for the definition of legal residence.)

Note: You are ineligible for varsity competition if you have not been promoted to the ninth grade and are not enrolled in 20 semester hours of classes in the 9th grade.

These guidelines can be found on the NSAA website at [www.nsaahome.org](http://www.nsaahome.org) or by contacting the Auburn Senior High School / Auburn Middle School Activities Department.

#### IX. PROCEDURE FOR DUE PROCESS GOVERNING ELIGIBILITY TO PARTICIPATE IN NEBRASKA SCHOOL ACTIVITY ASSOCIATION SPONSORED ACTIVITIES (NSAA) GRADES 9-12

Auburn Senior High School / Auburn Middle School cannot set aside standards for eligibility as set forth by the Nebraska School Activities Association (NSAA). Any challenges to the NSAA eligibility standards must be made directly to the organization.

An outline of the procedure for a student and his/her parents to follow should they desire to appeal a decision relating to eligibility for activities sponsored by the NSAA is available from the principal or activity director or on the NSAA website at [www.nsaahome.org](http://www.nsaahome.org). Questions should be addressed to local school officials for more information.

#### X. NSAA STUDENT AND PARENT CONSENT FORM

The Parent and Student hereby:

- 1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege;
- 2) Understand and agree that (a) by this Consent Form the NSAA has provided notification to the Parent and Student of the existence of potential dangers associated with athletic participation; (b) participation in any athletic activity may involve injury of some type; (c) 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, and on rare occasions, injuries so severe as to result in total disability, paralysis and death; and, (d) even with the best coaching, use of the best protective equipment, and strict observance of rules, injuries are still a possibility;
- 3) Consent and agree to participation of the Student in NSAA activities subject to all NSAA by-laws and rules interpretations for participation in NSAA sponsored activities, and the activities rules of the NSAA member school for which the Student is participating; and,

- (4) Consent and agree to (a) the disclosure by the Member School at which the Student is enrolled to the NSAA, and subsequent disclosure by the NSAA, of information regarding the Student, including the 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., full-time or part-time), participation in officially recognized activities and sports, weight and height of as a member of athletic teams, degrees, honors and awards received, statistics regarding performance, records or documentation related to eligibility for NSAA sponsored activities, medical records, and any other information related to the Student's participation in NSAA sponsored activities; and, (b) the Student being photographed, video taped, audio taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.

## XI. AUBURN PUBLIC SCHOOL STUDENT AND PARENT CONSENT FOR INTERSCHOLASTIC PARTICIPATION

1. **WARNING OF RISK:** I realize that participation involves the potential for injury that is inherent in all interscholastic activities. Even with the protective equipment, safety rules and instruction and direction of coaches and sponsors that are provided, injuries are still a possibility. 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, and on rare occasions, injuries so severe as to result in total disability, paralysis and death. *I acknowledge that I have read and understand this warning.*
2. **MEDICAL:** Parent is responsible for any professional medical and/or related services; the school shall not be liable for payment of such services. Parent and Student give permission to any and all of the Student's health care providers to release and discuss all records and information such health care providers may have about Student (including otherwise confidential medical information and records) to Auburn Senior High School / Auburn Middle School and its employees, staff, agents, and consultants. Parent and Student further give permission to Auburn Senior High School / Auburn Middle School, its employees, staff, agents, and consultants, to release and discuss all records and information it has (including otherwise confidential medical information or records) to Student's health care providers and to others as Auburn Senior High School / Auburn Middle School may determine appropriate for the purposes of determining activity eligibility, fitness or injury status, or to respond to an emergency.
3. **INSURANCE:** I acknowledge that insurance coverage is recommended for all participants. The expense of insurance coverage is Parent's responsibility.
4. **INJURY REPORTING:** Parent and Student agree to report to coaches and trainers any injury what-so-ever suffered by Student before, during or after the season, practice or games, whether such injury occurred as a part of participation in the extra-curricular activity, or outside of such activity.
5. **ELIGIBILITY RULES:** The major rules and regulations governing Student's eligibility to participate in interscholastic activities have been disclosed to Student and Parent. I have read the Nebraska School Activities Association rules of eligibility for participation in interscholastic activities, including the parent domicile, student transfer and scholastic rules. I understand that activity participants must be enrolled in at least twenty hours per week and regular in attendance and have on school records a minimum of 20 hours credit for the

immediate preceding semester. Auburn Senior High School / Auburn Middle School includes additional eligibility requirements as set forth in the Parent-Student Handbook.

6. **TRANSPORTATION:** I understand the activity may be conducted at a location other than Auburn Senior High School / Auburn Middle School. In some instances Auburn Senior High School / Auburn Middle School will not provide transportation to the activity. In such cases transportation to the site is the responsibility of Parent and Student. I understand that Auburn Senior High School / Auburn Middle School is not responsible when Student is provided transportation by a private vehicle driven by others.
7. **GOOD SPORTSMANSHIP:** I understand good sportsmanship is essential to the success of the activity program. A failure to follow the principles of good sportsmanship or other inappropriate behavior may result in removal from the contest and may result in suspension from attending future contests or activities.
8. **RELEASE OF INFORMATION:** I consent to academic information including grade point average, class rank and any academic awards/recognition received by Student to be released. Most typically this information will be used for the purpose of recognizing excellence in both athletics and academics and released for publication in newspapers, school publications and for awards banquets or assemblies, all-conference or all-state awards.
9. **UNIFORM/EQUIPMENT RETURN:** I agree to return all uniforms and equipment issued to me promptly on request and upon the ending of my participation in good condition; subject to wear and tear that occurs from normal use. I accept financial responsibility for the return of items assigned to Student and agree to reimburse the school the actual replacement value of the items in the event that they are not returned or are damaged, and for cost of repairs if they can be repaired. I understand that failure to reimburse the school in a timely fashion could affect extracurricular activity eligibility.
10. **ACTIVITY CODE:** The Auburn Senior High School / Auburn Middle School Parent-Student Handbook includes an Activity Code that sets out rules of behavior. The student agrees to comply with the Activity Code. In the event I am uncertain as to whether particular behavior or conduct would violate the Activity Code, I understand that I should ask the Athletic Director for advice before engaging in the behavior or conduct. I agree that participation in extracurricular activities is a privilege that may be denied by suspension or other discipline if the student does not comply with the Activity Code.

I agree that the Activity Code is a set of school rules and are not to be interpreted the same way as a criminal code. As such, I agree that the rules are subject to interpretation by school officials. I also agree that school officials may determine that a violation of the Activity Code has occurred when school officials reasonably determine from whatever information they find credible that the Student engaged in the conduct in question. School officials may determine that a violation of the Activity Code has occurred even though a criminal charge related to the conduct is still pending and even if the student has been found not guilty or the criminal charge has been otherwise dismissed.

# AUBURN COACHING/SPONSOR CONCERNS REPORT

To be completed by parent/guardian

Report Date: \_\_\_\_\_

Date of Incidence: \_\_\_\_\_

Coach/Sponsor who you have concern with: \_\_\_\_\_

Sport/Activity Concern impact \_\_\_\_\_

Affected Student(s): \_\_\_\_\_

\_\_\_\_\_

Reason for Concern (attach additional pages if needed) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What has been done to resolve the concern (meeting with coaches/sponsors, player meet with coaches/sponsors, etc.)? (attach additional pages if needed) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person filing report (please print) : \_\_\_\_\_

Signature \_\_\_\_\_

How can we contact you? Phone \_\_\_\_\_ E-mail \_\_\_\_\_

-----

*APS Use Only* \_\_\_\_\_

*Date received* \_\_\_\_\_ *Date responded to:* \_\_\_\_\_

*Response given* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Response by:* \_\_\_\_\_





\*\*\*\*\*PLEASE NOTE THAT A PARENT/GUARDIAN SIGNATURE AND STUDENT SIGNATURE IS REQUIRED ON BOTH SIDES OF THIS FORM\*\*\*\*\*

**Player and Parent Consent Signature Form**

I have read and agree to abide by the activity participation rules and standards established by Auburn District #29. I understand that membership in activities sponsored by Auburn District #29 may be forfeited if I am in violation of these rules and standards.

\_\_\_\_\_  
STUDENT NAME (PRINT) DATE

\_\_\_\_\_  
STUDENT NAME (SIGNATURE) DATE

I am / We are the Parent/Guardian of the above named student. I / We acknowledge that I / We have read the Nebraska School Activity Association’s (NSAA) Parent Consent Form including paragraphs (1) through (4); the Auburn Public Schools student and parent consent form including paragraphs (1) through (10); and the Auburn Public Schools Activity Code all included in the Auburn Senior High School / Auburn Middle School Student Handbook (APPENDIX A). I / We are aware of the risk of injury, the standards and codes listed in this handbook, that membership in activities sponsored by Auburn District #29 may be forfeited if my / our student is in violation of these rules and standards, and agree that the above named student has permission to participate in all activities except those crossed out below:

- |               |                |            |                 |
|---------------|----------------|------------|-----------------|
| Baseball      | Golf           | Wrestling  | Play Production |
| Basketball    | Scholar’s bowl | Track      | Speech          |
| Cross Country | Soccer         | Volleyball | Music           |
| Football      | Softball       |            |                 |

\_\_\_\_\_  
PARENT/GUARDIAN (PRINT) DATE

\_\_\_\_\_  
PARENT/GUARDIAN (SIGNATURE) DATE



**\*\*\*\*\*PLEASE NOTE THAT A PARENT/GUARDIAN SIGNATURE AND STUDENT SIGNATURE IS REQUIRED ON BOTH SIDES OF THIS FORM\*\*\*\*\***

**AUBURN SENIOR HIGH SCHOOL / AUBURN MIDDLE SCHOOL**  
**HANDBOOK RECEIPT OF ACKNOWLEDGEMENT**

I acknowledge that I have received the Auburn Senior High School / Auburn Middle School 2018-2019 Student Handbook and Activity Code.

\_\_\_\_\_  
STUDENT NAME (PRINT) DATE

\_\_\_\_\_  
STUDENT NAME (SIGNATURE) DATE

As the parent/guardian of the above named student, I acknowledge that I have received the Auburn Senior High School / Auburn Middle School 2018-2019 Student Handbook and Activity Code.

\_\_\_\_\_  
PARENT/GUARDIAN (PRINT) DATE

\_\_\_\_\_  
PARENT/GUARDIAN (SIGNATURE) DATE

**CHANGES WERE ADOPTED AT THE DECEMBER 2018 BOE MEETING. THEY ARE HIGHLIGHTED**

**I. AUBURN PUBLIC SCHOOLS ACTIVITY ELIGIBILITY**

General: In order for a 7th through 12th grade student to be eligible to participate in the extra-curricular activity program, or to hold office or membership in any other representative group elected by members of the student body, a pupil must have met the following minimum eligibility requirements:

**REQUIREMENTS PRIOR TO PARTICIPATION**

1. Students and parents must sign and return the Code of Conduct / Handbook receipt form  
Student participating in a NSAA athletics must also
2. Complete an athletic physical;
3. Have a current IMPACT concussion testing on file; (IMPACT testing is good for 2 years.)

**ACADEMICS**

Students must be in good academic standing. “ Good Standing” would be forfeited if any of the following conditions are met:

1. Failing two or more subjects,
2. About to fail (D, D-, or an INC) in three or more subjects,
3. Failing one subject and about to fail (D, D-, or an INC) in two or more subjects,
4. Missing 3 assignments in any one class,
5. Missing 6 assignments overall.

**GRADES – Conditions 1, 2, and 3 from above**

Beginning the third week of each Semester the parents of students involved in extracurricular activities not in “Good Standing” will be notified of the status of the student. If students are not in “good standing” they may use the fourth week as a probation period. During this time students are expected to practice and participate with the team as normal. At the end of the fourth week students who are not in “good standing” will be declared academically ineligible for one week. During the period of ineligibility, the student is expected to continue to participate in practice and follow directions of the sponsor. Grades will be checked Wednesday afternoons and probation and ineligibility will run from one Wednesday to the next. If a student is still not in “good standing” he will again be academically ineligible for one week. This process continues throughout the first semester and starts again at the beginning of the second semester. Good standing will be based on the student’s semester grades. Once a student has been determined to be ineligible they will remain ineligible until the next check has taken place. If a student is not in “good standing” and upon the following week is determined to be in “good standing” he may return to competition. The administration reserves the right to deviate from this policy in the case of special needs students or when the application of conditions 1, 2, and 3 do not meet the intent of the policy.

**INCOMPLETE ASSIGNMENTS – Conditions 4 and 5 from above.**

Auburn Middle School / High School utilizes the ICU database to track missing assignments. Each morning, the school will check the ICU database. If a student has 3 assignments missing in any one class OR is missing a total of 6 assignments overall, the student will be ineligible. The student will remain ineligible until the number of missing assignments missing drops below the threshold. The administration reserves the right to deviate from this policy in the case of special needs students or when the application of conditions 4 and 5 do not meet the intent of the policy.

**SATURDAY SCHOOL**

Students who are assigned Saturday School may not participate in any Activities regardless of the time of the event on that Saturday. It is up to the Activity Sponsor/Coach to determine whether or not the student may or is required to attend the event.