



SANDHILLS VALLEY
MAVERICKS

MCPHERSON COUNTY PUBLIC SCHOOLS

**STUDENT-PARENT HANDBOOK
2023- 2024**

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McPherson County Schools Telephone Extensions 308-587-2262

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**RECEIPT OF 2022-2023 STUDENT - PARENT HANDBOOK OF MCPHERSON
COUNTY PUBLIC SCHOOLS**

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Section 1 Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about McPherson County 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.

Section 2 Members of the Board of Education

Name	Contact Information
Lana Watson, President	308-530-1925 lwatson@mcstryon.org
Josh Streiff, Vice President	308-520-9771 jstreiff@mcstryon.org
Christena Schultis, Treasurer	308-636-2596 cshultis@mcstryon.org
Chad Fisher, Secretary	308-660-3231 cfisher@mcstryon.org
Andrea Blake, member	308-587-2211 ablake@mcstryon.org
Jana Gragg, member	308-530-0681 jgragg@mcstryon.org

Section 3 Administrative Staff

Name	Position	Contact Information
Tim Vanderheiden	Superintendent	308-587-2262 tvanderheiden@mcstryon.org
Kami Florea	K-12 Principal Activities Director	308-587-2262 kflorea@mcstryon.org
Renee Connell	Guidance Counselor	308-587-2262 rconnell@mcstryon.org

Section 4 Teachers McPherson County High School and Grades 7- 8

Name	Subject/s	Contact
Lisa Vasa	Mathematics	587-2262 lvasa@mcstryon.org
April Gaedke	English/Speech	587-2262 agaedke@mcstryon.org
Renee Connell	Counseling/Technology	587-2262 rconnell@mcstryon.org
Evey Choat	Agriculture/Industrial	587-2262 echoat@mcstryon.org
Luke Connell	Business/Science	587-2262 lconnell@mcstryon.org
Raegan Anderson	Special Education/Music	587- 2262 randerson@mcstryon.org
Meka Melvin	Library/ PE	587-2262 mmelvin@mcstryon.org
Jason Phelps	Social Sciences/Drivers Ed.	587-2262 jphelps@mcstryon.org
Ken Simmons	Woods	587-2262 ksimmons@mcstryon.org
	Art	587-2262
Emily Glause	DL Spanish	587-2262 eglause@mcstryon.org
Silas Kiai	Science	587-2262

Teachers McPherson County Elementary School

Name	Grades	Contact Information
Joy Crow	K- 1 – 2	587-2262 jcrow@mcstryon.org
Shelly Lovitt	3-4	587-2262 slovitt@mcstryon.org
Mindy Ebmeier	5-6	587-2262 mebmeier@mcstryon.org
Meka Melvin	Library – PE	587-2262 mmelvin@mcstryon.org

Luke Connell	Keyboarding/Computer	587-2262 lconnell@mcstryon.org
Renee Connell	Counseling	587-2262 rconnell@mcstryon.org
Raegan Anderson	Special Education/Music	587-2262 randerson@mcstryon.org

Section 5 Support Staff

Name	Position	Contact information
Jill McNutt	Custodian	587-2262 jmcnutt@mcstryon.org
Tawnya Simmons	Bookkeeper	587-2232 tsimmons@mcstryon.org
Bethany Cochran	Secretary/Bookkeeper	587-2262 bcochran@mcstryon.org
Ken Simmons	Grounds/Maintenance	587-2262 ksimmons@mcstryon.org
	Paraprofessional	587-2262
	Bus Driver	587-2262

Section 6 School Calendar

2023-2024 School Calendar

McPherson County Schools
 P.O. Box 38
 525 Highway 92
 Tryon, NE 69167
 308-587-2262

July 2023						
S	M	T	W	T	F	S
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August 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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30	31					

Aug 7-11	All-Staff Meetings
Aug 14	First Day of School for Students
Aug 30	Early Dismissal, Staff Development
Sept 4	Labor Day, No School
Sept 18	No School, P/T Conferences 1-6PM
Oct 16	End of 1st Quarter
Oct 19	Early Dismissal, Staff Development
Oct 20	No School, Staff Development
Nov 22-24	Thanksgiving Break
Dec 13	Early Dismissal, Staff Development
Dec 20	End of 2nd Quarter
Dec 21-Jan 2	Winter Break
Jan 3	Second Semester Begins
Jan 10	Early Dismissal, Staff Development
Feb 5	No School, P/T Conferences 1-6PM
Feb 19	No School, Staff Development
Feb 23-26	Winter Break
March 7	Early Dismissal, Staff Development
Mar 7	End of 3rd Quarter
March 28	Early Dismissal, Staff Development
March 29-April 1	Spring Break
May 3	Seniors Last Day
May 4	Graduation 2PM
May 10	End of 4th Quarter / Last Day of School
May 13	Teacher Work Day

Q1	Aug 14 - Oct 16	44 Days
Q2	Oct 18 - Dec 20	43 Days
Q3	Jan 3 - Mar 7	43 Days
Q4	Mar 8 - May 10	44 Days

Student Days 174
 Teacher Days 184

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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23	24	25	26	27	28	29
30						

- School Closed
- Early Dismissal
- Teacher In-Service (no school for students)
- End of Quarter
- Parent Teacher Conferences First & Last Day of School

Article 1 – Mission and Goals

Section 1 School Mission Statement

McPherson County Schools exist to provide education to ensure that ALL students achieve college/career readiness to become responsible citizens capable of participating in a changing society.

Section 2 Goals

School Improvement Goals

1. In the area of Reading Comprehension, as selected by district administration and approved by the board of education for assessments, all students will make a minimum of a year's growth; and/or meets/exceeds grade level norms; and /or meets identified level of learning in Individual Education Plans.
2. In the area of Mathematics, as selected by district administration and approved by the board of education for assessments, all students will make a minimum of a year's growth; and/or meets/exceeds grade level norms; and/or meets identified level of learning in Individual Education Plans.

Priorities for 2023-2024

1. Students will participate in technology – rich curriculum through Canvas and Google Classroom.
2. Students will receive assistance with career awareness and college entrance requirements by the guidance counselor.

Section 3 Mutual Respect

The McPherson County Schools expect every staff member and student to be treated with respect and dignity. All staff will always show professional respect toward all students. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

Article 2 - School Day

Section 1 Daily Schedule

The Elementary school day will start at 7:50 and conclude at 3:25. Parents are asked to not have their children arrive at school before 7:45 unless pre – arranged with the classroom teacher. Likewise, parents should arrange for their children to depart from the school property by 3:30 unless otherwise arranged with the teacher.

The Secondary school day will start at 7:50 and conclude at 3:30 with eight periods of 52 minutes. Each period is separated by a two-minute interval for all students to pass from one class to another.

After any student gets on the bus, they are not to leave the bus before their home stop.

Prior to those times, the school is not responsible for supervision of the students. Students will be admitted to the school building 15 minutes prior to the first class. Students will not be

permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

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

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

Signing a Child in and Out of School

Standard Visitor Procedure

High School

1. All visitors (this includes all family members and guardians) will be required to sign in at the high school office and receive a visitor badge to gain access to the high school building.
2. All visitors must sign out and return the visitor badge before exiting the High School.
3. All visitors are required to **ONLY** enter and exit through the front entrance.

Elementary School

1. All visitors will be required to sign in at the high school office and receive a visitor badge to gain access to the elementary school building.
2. Once a visitor has been checked in at the high school office, they may proceed to the appropriate elementary building where they will be met by a staff member who will allow access.
3. All visitors must sign out and return the visitor badge to the attending staff member at the elementary before exiting the building.
4. All visitors are required to only enter and exit through the front entrance of the appropriate elementary building.

Visitor Procedure Exception

School Initiated Contact

1. Such contact will be made by the school to a parent or guardian which includes student illness, accidents, or disciplinary issues.

2. Parents/Guardians/Family Members who are contacted by the school district are not required to sign in at the high school and may proceed to the appropriate building to pick up their child. Teachers/staff will have student(s) prepared for pick up.
3. If any such visitor wishes to enter the building, check in at the high school will be required.

Parent/Guardian Initiated Contact

1. If contact is made by the parent/guardian to the school which includes, but not limited to, appointments and family emergencies. The school must be contacted by letter, phone call, or text message.
2. Parents/Guardians are not required to sign in at the high school office and may proceed to the appropriate building to pick up their child. Teachers/staff will have student(s) prepared for pick up.
3. If any such visitor wishes to enter the building, check in at the high school office will be required.
4. If prior contact with the school has not been made by the parent/guardian, sign in at the high school office will be required as stated under the standard visitor procedure.

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.

After any student gets on the bus, they are not to leave the bus before their home stop.

Entrance and Withdrawal

Parents and/or district patrons are asked to notify the school as soon as possible of any entering or withdrawing students in order that appropriate arrangements within the school system may be made. HS: 308-587-2262 Elementary: 308-587-2262 Superintendent: 308-587-2262

VISITOR SIGN-IN AND BADGES:

In an effort to keep our school as safe as possible, all visitors must sign-in and wear a visitor badge during normal school hours. This includes all parents, grandparents, and siblings. There will be a sign-in sheet and badges at the elementary school and high school office. Thank you for your cooperation in this.

VENDING MACHINES:

There are now 2 vending machines in the high school commons. Students will have access to microwaveable sandwiches and a variety of snacks and drinks before school, during lunch and after school. The snack machines will take coins and \$1 bills. The sandwich machine will take coins, \$1 and \$5 bills.

FREE MILK:

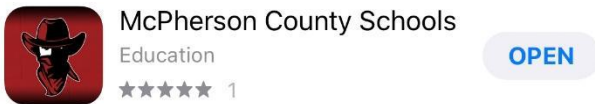
Milk coolers have been placed in the grade school and high school. Grades K-6th will be allowed 2 cartons daily, while 7th-12th grade will be allowed 1 carton during lunch. Students may choose from 2 different flavors all at no charge.

BACKPACKS:

Students will need to leave their backpacks in their lockers. Backpacks will not be allowed in classrooms or thrown around the building.

WEBSITE & MOBILE APP

Our website is www.mcstryon.org The app is accessible on both the Play Store (for android devices) and the App Store (for iPhones). Simply search **McPherson County Schools** in either store and install. The correct app accompanies this image:



We encourage you to use the website and app regularly as your go-to source of up-to-date information regarding everything happening at McPherson County Schools, including emergency notifications. The school Facebook page @MCSTryon - will remain active as well as the new Twitter account-@MCSTryon - but will echo information from the app/website. You can also follow the Sandhills Valley Mavericks @svmavericks on Facebook and Twitter.

How Do I Add School & Athletic Calendars to My Phone?

For your convenience, you may now directly link our calendars to your phone, iPad, and other devices. When you link a calendar to your device, you will no longer have to manually input school happenings. We do our best to put everything on the calendar, so that you don't have to. And if there's a change in the schedule, it doesn't happen often, but when it does - your calendar will automatically be updated! Please make sure that you add both the School & Athletic Calendar so that you are getting all the information.



How to Sync the Calendar to Your iPhone / iPad:

- Go to **Settings**
- Tap **Passwords & Accounts**

- Click **Add Account**
 - Select **Other**
 - Choose **Add Subscribed Calendar**
 - **Enter** the link address where it says **Server:** (Note - you will need to set up one calendar at a time - easiest to COPY the link and paste it):
- 1 McPherson County Schools - <http://bit.ly/mcstryon>
 - Sandhills Valley Mavericks - <http://bit.ly/svmavericks>
- Click **Next**
 - Change Description to something you can recognize
 - **Save**



How to Sync the Calendar to Your Android Device:

To sync with Android devices, you will need to use your Google account and have a Google calendar created. In your Google calendar on a real computer:

- Under "**Other Calendars**" click the Add link
 - Select "**Add by URL** "
 - Enter the URL for each calendar you wish to sync
- 1 McPherson County Schools - <http://bit.ly/mcstryon>
 - Sandhills Valley Mavericks - <http://bit.ly/svmavericks>
- Click "**Add Calendar**"
 - Google will begin to sync your calendar, and it will appear on the screen • Click "**Settings**"
 - Change the long name of the new calendar to something you will recognize • Your phone should automatically be set to sync with your Google calendar • On your phone: Click on "Calendar", then bring up the settings for the calendar. Click on Calendar Sync. You should see your google account listed already. Make sure Auto-Sync is checked

WATER BOTTLES:

To keep our students hydrated without compromising their health only water bottles containing water, sports drinks and ice will be allowed to be carried around by students. Nothing else will be allowed. You may use any water bottle you would like.

BUS SCHEDULE:

Pick up/drop off at Cody Park at 6:55am and 4:05 pm.

Pick up/Drop off at the Mall at 6:45am and 4:15 pm.

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. The information is broadcast regularly by radio and television stations. Local news stations and the school website <http://www.mcstryon.org>. Parents/Guardians are notified by email or text for any changes.

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. Students who are late to school (tardy) due to inclement weather will not serve any consequences for being late with parental notification to the school. Parents may pick up their children in inclement weather during the school day.

Emergency Conditions.

When needed students will evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Section 2 Open-Closed Campus

All students are required to remain on campus during the school day, except at the High School during lunch. While open campus is in effect students will not be supervised by the school staff.

Noon Lunch Open Campus Policy

5135

Students may choose to eat lunch on campus or off campus as set forth in this policy.

Elementary students shall eat at school in their classrooms, unless a parent or legal guardian has given written permission for a student to eat lunch off campus as set out below. Secondary students who eat lunch on campus shall eat in the commons area, in the gym and the courtyard just outside the commons area. Students are expected to provide all their utensils needed for lunch, although the school district provides microwaves for student use.

Students who eat lunch off campus may go to their homes for lunch with written permission from their parents or legal guardians. It is only necessary that such written permission be given once to be effective the entire school year. Students may also purchase food at local proprietors and stay there to eat or return to school to eat. Students must return to school at the conclusion of the lunch period, unless a parent or legal guardian has informed the school district office or elementary teacher that a student will not return to school at such time.

Food and drinks (other than water and sports drinks) shall not be consumed in any other rooms or at any times other than the designated lunch period, except by prior teacher arrangement with approval from the school district administration.

Students are not permitted to go to the student parking area during the lunch period without specific permission of the school district administration.

Article 3 – Use of Buildings and Grounds

Section 1 Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

Section 2 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

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

Section 3 Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock. Students may turn in an extra key to homeroom teachers if they choose to use a key lock. Students are expected to keep all books, etc., in their assigned

locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Section 4 Searches of Lockers and Other Types of Searches

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

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") including electronic devices may be removed from student possession.

Section 5 Use of Telephone and all other Electronic devices

USE OF THE OFFICE PHONE WILL be allowed for students to call their parents/guardians. Use of the office phone is not an excuse to be tardy to class. Cell phones will only be allowed to be used during the passing period, during the entire lunch period, before and after school. Cell Phones need to be turned in to each teacher at the beginning of class. Cell phones will not be allowed to be used during class. If a student does not turn their phone in to their classroom teacher, and is found using their phone, the student will not be allowed to bring their phone into the school building for one week, unless the principal makes an exception, by having the student leave their phone in the office all day. Students will follow the directives of each teacher on electronic device rules in their individual classrooms. Devices may be taken from students before any school activity and be given back to the student at the sponsor's discretion. (For games, practices, conferences, and any school activity.) These restrictions are designed to reduce the distractions and increase the excellence of the students in our school. If a student is caught using a device contrary to the rules in a classroom, or any inappropriate uses of the device; the device will be taken away and the student will not get it back until after school. More than one incident of using their device inappropriately will result in the device not being allowed in school for a length of time to be determined by the principal.

Section 6 Bicycles

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks and licenses. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 7 Student Valuables

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

Section 8 Lost and Found

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

Section 9 Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Administration

Section 10 Laboratory Safety Glasses

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

Section 11 Insurance

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

Section 12 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick, and wood. The person or organization responsible for distributing the materials are responsible for: **Copyright and Fair Use Policy.**

Section 13 Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship.

Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

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

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

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

Article 4 – Attendance

Section 1 Attendance Policy

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: The school district will send parents/guardians written notice when a student has accumulated 5, 10, and 15 days of “not school excused” absences. After 10 days “not school excused absences” a conference including the administration, teachers, the parents/guardians, and student will be held to address barriers to attendance. After 20 days of “not school excused” absences in the school year, the school district may report the student’s absences to the county attorney for truancy. If the County attorney is notified the parents/guardians will be contacted by the administration and an explanation letter will be sent. One or more meetings shall be held between the principal and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such a meeting, the principal shall place in the student's attendance records documentation of such refusal. Each student is required by law to attend school each day the school is in operation. When it is necessary for a student to be absent or because of inclement weather, a parent should notify the office that the child will not be in attendance that day. Regular attendance in school is required by school law of Nebraska, Neb. Rev. Stat. Section 79-209. There are two categories of absences ---“school excused” and “not school excused” School excused absences are those outside the control of the parent or child and are documented, such as illness, doctor and medical appointments, court, death of a family

member, or suspension. Any absences, more than 20, may lead to reporting to the county attorney.

Student Absences – School-Excused and Not-School-Excused **5130**

Regular and punctual attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence.

It shall be the responsibility of the parent to notify the attendance secretary as soon as the parent knows the student will not be attending school on that day. If a student is absent without notification from the parent/guardian, the secretary will telephone the family to inquire about the absence. The principal may request evidence or written verification of the student’s reason for the absence.

There are two categories of absences ---“school-excused” and “not-school-excused.” School-excused absences are those outside the control of the parent or child and are documented, such as illness, doctor and medical appointments, court, death of a family member, or suspension and other absences (those not communicated to the school or for which there was no apparent reason) are not-school-excused.

Examples are:

NOT-SCHOOL-EXCUSED

- Absent without Parent Acknowledgement
- Absent with Parent Acknowledgement but no Apparent Reason
- Vacation

SCHOOL-EXCUSED

- Medical, Documented by Parent or Medical Professional
- Weather-related Transportation Problems
- Attendance at School Activity where Sibling Participates
- Absent for Purposes of Assisting with Family Business (Needs Parent Signature)
- College Visits
- Job Shadow (up to 2 per year)
- Legal Activity (such as Court Appearance)
- Vaccination/physical Exam Needed for Attendance
- In-School Suspension
- Out-of-School Suspension
- Expulsion

Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

After 15 days of absences, (including excused and unexcused absences) a conference including the administration, teachers, the parents/guardians, and the student will be held to address

barriers to attendance, and an attendance plan will be written.

For consecutive absences (school-excused and not-school-excused), two school days will be allowed to make up work for the first day missed, and one additional day will be granted to make up work for each subsequent day missed.

Section 2 Tardy

Tardy to School. High School Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first-class rings. Every pupil must attend school punctually. Late to school and back from lunch: If a student is late for class, 1st and 5th periods then the student will serve a whole lunch detention. If a student goes home for lunch, they will serve 15 minutes before they leave for home. Detention will be served in the Science Room. Tardies will not be held to consequences for inclement weather.

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

Leaving School or Class. Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note, phone call or text from the student's parent or legal guardian. Upon returning to school that same day, students are expected to check in at the office. Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

Section 3 Make-up Work and Homework

Students are expected to remain current with all class assignments and expectations. When students fall behind, teachers may allow make-up work, but that work will not earn the same grade as it would have if it had been turned in on time. Teachers will make every reasonable effort to assist students who struggle to understand the content or who need assistance with assignments. Students may come in before school, remain after school and/or catch teachers in between classes. Students need to own the responsibility for their learning.

Time will be provided in class for homework, if homework is not completed, students will be responsible for homework, and students will be responsible for completing homework outside of class.

Assignments are due at the beginning of the following class period unless otherwise stated.

Students who have been absent are expected to do necessary make-up work. A student will be given the number of days they were absent plus one day to turn in their make-up work. Example: a student is absent for three days due to an illness; they will have at most 4 days to receive full credit for their make-up work. Where a long-term absence has occurred, it is advisable for the parent and teacher to hold a conference to get parental assistance in working out a make-up schedule. When students are absent for a school activity, their work is expected to be made up before the students leave and the teacher signs the activity sheet.

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required.

The student has the responsibility to contact teachers, initially, regarding make-up assignments.

If a student returns to school during the school day or leaves before the end of the day, the student is required to contact all their teachers to get the assignments from that day.

If requested, assignment sheets will be prepared for students who are ill. If parents or students request assignment sheets the school should be contacted as soon as possible.

For unexcused absences, the student will receive a failing mark for or in each class period missed.

Section 4 Attendance is required to participate in Activities

Students must attend school the whole day on the day before (if leaving for the event at the beginning of the school day) of any scheduled school activity to participate in the activity. This includes athletic contests, practices, and dances. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should certain circumstances prevail.

Section 5 Truancy

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. 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 remediate the child's truant behavior.

Article 5 - Scholastic Achievement

Section 1 Grading System

Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

Grade	Percent	GPA
A	94-100	4.0
B+	90-93	3.5
B	86-89	3.0
C+	82-85	2.5
C	78-81	2.0
D+	74-77	1.5
D	70-73	1.0
F	69 and below	

Each teacher will define the grading procedures to be used in their classes.

Section 2 Yearly Course Requirements

BENCHMARKS FOR HIGH SCHOOL GRADE ADVANCEMENT

To be a sophomore, a student needs at least 65 credits overall including:

9 th grade English	10 credits
9 th grade Social Studies	10 credits
Math	10 credits
Science	10 credits
Technology	5 credits

To be a junior, a student needs at least 130 credits overall including:

9 th & 10 th grade English	20 credits
9 th & 10 th grade Social Studies	20 credits
Math	20 credits
Science	20 credits
Technology/Business	10 credits
Foreign Language	10 credits

To be a senior, one needs at least 195 credits overall including:

9 th & 10 th & 11 th grade English	30 credits
9 th & 10 th & 11 th grade Social Studies	30 credits
Math	20 credits
Science	20 credits
Technology/Business	10credits
Foreign Language	20 credits

Section 3 Graduation Requirements

To GRADUATE, one needs at least 260 credits overall including:

9th & 10th & 11th & 12th grade (or College) English & Speech (5) 45 credits

9 th & 10 th & 11 th & 12 th grade Social Studies (American History/American Govt.)	40 credits
30 credits in Math	20 credits in Foreign Language
30 credits in Science	10 credits Physical Education
10 credits Technology/Business	75 Elective Credits
CPR certification	5 credits Personal Finance or Finance Literacy

- Complete and submit to US Department of Education a FAFSA application
- A maximum of ten (10) extra-curricular credits may be applied toward graduation requirements.
- Students, unless exempted, must carry eight classes each semester.
- A grade of D or better must be maintained in any course used to fulfill graduation requirements. Should a "pass-fail" grading system be utilized in a course, only a "pass" grade will fulfill graduation requirements.
- Students may not drop a year-long required course.
- Students may not take a second semester course until the first semester course has been completed.
- Students otherwise eligible for graduation shall not have outstanding dues, fees, or bills due to McPherson County Schools.

Valedictorian and Salutatorian

- GPA calculations for Valedictorian and Salutatorian are dependent on courses listed as Academic Honors and/or Dual Credit. These courses are marked with * in the course description booklet. If you are interested in achieving Valedictorian or Salutatorian status, you are encouraged to take these courses.
- Must achieve a 3.0 GPA or better to be eligible for Valedictorian and Salutatorian.
- The valedictorian of the graduating senior class shall be the student with the highest grade point average (GPA) in courses from the Academic Honors List (See Course Description Book.) and Dual credit accomplished in grades nine through twelve. The salutatorian of the graduating senior class shall be the student with the second highest GPA in courses from the Academic Honors List (See Course Description Book) and Dual Credit accomplished in grades nine through twelve. To be eligible for either the valedictorian or salutatorian award, the student must have attended McPherson County High School for a minimum of four (4) full semesters including the two semester of the senior year (twelfth grade).Policy 5220
- In case of a tie, the student that took more advanced level courses their Junior and Senior years will be a factor and those will be factored into the GPA. Additional tie breaker criteria will be the student's different organizations involvement.
- The Valedictorian and Salutatorian must finish in good academic integrity and judicial standing with the school. Any student that violates the law and has a disciplinary action taken against them their senior year will forfeit their right to Valedictorian or Salutatorian status.

Honors and Levels of Distinction:

- Cum Laude
 - 3.45-4.0

- 24 on ACT
- 1 extracurricular school activity
- 2 Dual credit classes
- Magna Cum Laude
 - 3.65-4.0
 - 25-27 on ACT
 - 2 extracurricular school activities
 - 3 Dual credit classes
- Summa Cum Laude
 - 3.85-4.0
 - 28 or higher ACT
 - 3 extracurricular school activities
 - 4 Dual credit classes

Secondary Progress Reports:

The following practice is initiated with the intent to monitor academic progress of students more closely, and hopefully help them avoid failing.

The most common reasons for failing or getting poor grades are:

1. Lack of effort.
2. Reluctance to ask for help.
3. Difficulty in finding time to get help.
4. Sporadic attendance.

Our teachers are committed to helping each student succeed and are willing to put in the extra effort and time.

Section 4 Promotions and Retentions

Students will be placed at the grade level and in the courses best suited to them academically, socially, and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

CREDIT ACQUISITION RELATED TO ASYNCHRONOUS COURSES

When a student opts not to take a class offered at McPherson County Schools the student will take a class at the same level of rigor as the class offered from McPherson County Schools. The Head of the department for that class and the administration will have the final ok on appropriateness.

CREDIT ACQUISITION RELATED TO EXTRACURRICULAR ELIGIBILITY

Since McPherson County School's Activities Eligibility Policy requires students to be passing all of their classes to remain eligible (with ineligibility imposed as soon as a student is failing a class two consecutive weeks), there must be eligibility accountability for students who opt out of classes offered at McPherson County Schools and fall behind in academic progress toward completing those credits from another institution. Administration will monitor the progress of classes from the other institutions establishing assignment benchmarks commensurate to the requirements of classes taken from MCS. If the other institution has created a semester-long schedule of assignments for their class, the MCS administrator will follow that institution's timeline.

HIGH SCHOOL CREDIT FOR COURSES TAKEN BY SEVENTH OR EIGHTH GRADE STUDENTS 5215.01

School district students in either the seventh or eighth grades may be allowed to enroll in courses offered to high school students (grades nine through twelve), and high school credit shall be awarded to such seventh and eighth grade students who successfully complete such courses. Then content and requirements of such courses shall be equivalent to those offered in the high school.

While credits for such courses taken by seventh or eighth grade students shall appear on their high school transcripts, such credits shall not reduce the overall number of semester credit hours required for specific content areas or for graduation during high school (grades nine through twelve). Refer to Policy No. 5215, Assignment, Classification of Students, and Graduation Requirements.

Section 5 Schedule Changes

SCHEDULING OF CLASSES

The selection of a student's program is a serious undertaking. A tentative plan for your entire high school program should be made in the 9th grade. Students and parents are encouraged to give "registration" adequate time and attention. Feel free to seek extra conference time. We expect spring registration to be final. Careful planning makes this possible. We realize that some mistakes are made and thus some schedule changes will be necessary. **All schedule changes must be completed by the end of the day August 18, 2023 for first semester classes.** Good planning must also consider individual desires and abilities as well as anticipated school activities and activities out of school. Good planning eliminates the need for most drops, adds, or schedule changes. There may be some courses that will not be offered if there is not sufficient interest and enrollment to justify the class.

Section 6 Interim reports

REPORTING TO PARENTS

Student's progress will be reported to parents every nine (9) weeks as required by the State

Department of Education. Report cards should show accurately the teacher's assessment of the student's work.

When teachers feel that a student's progress is unsatisfactory, in addition to showing it on the report card, a conference with the parents will be requested and the principal will be informed. This conference should be called preferably midway between reporting periods to allow the parents to be aware of their child's difficulties, so they can be of assistance in solving the problem.

Parents will be informed of school activities and events by calendar, notes, or website issued by the teacher.

CONFIDENTIALITY OF REPORTS

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

All such files or records shall be so maintained as to separate academic and disciplinary matters and all disciplinary material shall be removed and destroyed upon the pupil's promotion to seventh grade or after his continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to section 84-1201 to 84-1220, Reissue Revised Statutes of Nebraska 1943.

Section 7 Report Cards and Parent/Teacher conferences

Report Cards:

Will be issued on the Wednesday following the end of the nine-week period. Exceptions will be Parent-Teacher Conferences first and third nine-week periods. Student grades may be accessed on the PowerSchool site any time throughout the year. If a parent does not have access to PowerSchool and desires regular communication with the teachers regarding grades, the parent should contact the school office and/or the teacher(s), and the principal to request the communication.

Incompletes:

Will be given when a student's work for a nine-week period is not complete. Unfinished work causing this incomplete must be finished within (7) class days after the end of the nine weeks or it will convert to a failing grade unless other arrangements are made with the teacher and administration.

Section 8 Honor Roll

Honor Roll is calculated entirely on the GPA earned in the classes taken.

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd, and 4th quarters. Students will be recognized accordingly:

1. Students receiving all "A's" will be classified as students with DISTINCTION.
2. Students receiving no other grade lower than a "B" will be classified as students with HONOR.
3. All class grades are figured the same for honor roll status.
4. Honor roll lists are published in school and community publications.

Section 9 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 to misrepresent the source, nature, or other conditions of academic work 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):

(1) **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.

(2) **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.

(3) **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 an answer 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.

(4) Use of Other Students to Take Tests. 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.

(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information 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):

(1) 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.

(2) 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.

(3) 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.

(4) 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.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information 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 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.

(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:

- (1) 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.
- (2) 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 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 for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism 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 standard, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.
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 a 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.

Article 6 - Support Services

Section 1 Guidance Services

McPherson County Public Schools employs a guidance counselor for the purposes of assisting with the District's testing program, to assist with scheduling and graduation requirements,

provide for career readiness activities, and help 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.

Section 2 Health Services

Student Illnesses

School personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or 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 office. If your child has asthma or diabetes and can self-manage his or her health condition, contact the principal's office to develop a health plan. All students with a health plan may be eligible for a 504 consideration.

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.

School Health Screening

Children in grades K,1,2,3,4,7 and 10 will receive school health screenings instead of all students. Required screenings will also include height, weight, and BMI in addition to vision hearing and dental. A variety of people help perform health screenings in Nebraska Schools including licensed health care professionals and volunteers. All screeners must meet certain competency requirements to perform a health screening. If a student's health screening shows a need for further evaluation, the agency will send a written notice to parents. All school health screening information is protected by state confidentiality laws and will be stored securely in the student's personal record.

If a student has a physical exam with his/her physician that includes school health screening information, the screening won't have to be repeated if a parent or guardian provides the school with a statement signed by a health care provider stating the child had the required screening. The physician's office health screening must be within the six months prior to the school's scheduled health screening.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

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

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

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 st 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 4th 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 th 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>

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. . For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: http://dhs.ne.gov/Pages/reg_t173.aspx (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)
 Updated 01/26/2018

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 would include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Section 3 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation 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.

II. 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 rule, get to your bus stop five (5) 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 five (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 paraeducator 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.

III. 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.

IV. 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.

V. Students riding district transportation must realize that it is a privilege that can be revoked for inappropriate or disruptive behavior. The bus driver will begin the school year with a clear explanation of behavioral expectations for the bus. All students must sit in their seats at all times, talk quietly to the people around them, and immediately obey the bus driver when she/he talks. When students violate these expectations, the bus driver will attempt to correct the child's behavior with a conversation(s). When these don't seem to produce the desired change in student behavior, the driver will give a verbal warning that bus privileges may be revoked for three days, and the driver will document the events that led to the warning. This document will be given to the administration who will communicate with the parents/guardian. The second written warning will result in a conference between the student and the administration. The parents will be notified. The third time will result in a three-day loss of transportation privileges. The administration would then contact the parent/guardian to establish a conference date with the parents/guardian, student, bus driver, and administration. Continued misbehavior after the three-day loss of privilege, would result in the loss of privilege for the rest of the quarter. **Students who normally do not ride the bus must have prior permission by the bus driver to ride the bus. The parent/guardian must**

send a note, call, or text the bus driver in advance to gain permission.

Article 7 - Drugs, Alcohol and Tobacco

Section 1 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.

Section 2 Education and Prevention

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.

Section 3 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 amusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike-controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession use or distribution of any tobacco product.

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. 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 guardians 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.

Article 8– Student Rights, Conduct, Rules and Regulations

Section 1 Purpose of 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.

Section 2 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 (5) 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 McPherson County Schools 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 (5) school days but less than twenty (20) 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 (10) 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 (10) 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. 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 (1) 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.
5. 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, 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.

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.

Section 3 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

PreK-2nd Grade

Out-of-school suspension of students in grades Pre-Kindergarten through 2nd grade is prohibited, except in cases where a Pre-K-2nd grade student brings a deadly weapon to school, on a school vehicle, or at a school activity, or a reason for an emergency exclusion has been identified by school administration or designee.

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 interfere with the educational process otherwise seriously. 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. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; 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 McPherson County 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 transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one (1) 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 (1) 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 always be in the possession of an adult staff member 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.

- (1) **Student Appearance:** Students at McPherson County 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.

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

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

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

expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

(2) Electronic Devices

a. Philosophy and Purpose. McPherson County 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. No personal devices or laptops will be allowed for school use except for; students would be permitted to use a personal device or laptop if taking a college course that the school provided computers cannot support.

Electronic Devices AR-5560.2 The school district strongly discourages students from bringing and/or using electronic devices at school as such use can be disruptive to the educational process. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the school district hereby establishes the following rules and regulations governing student use of electronic devices and procedures to address student misuse of electronic devices. "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers not provided by the school district, and other electronic or battery-powered instruments which transmit voice, text, or data from one person to another. Students are not permitted to possess or use any electronic devices during class time or during passing time, except as otherwise provided by this regulation. Cell phone usage is strictly prohibited during any class period, including voice usage, digital imaging, or text messaging. Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student does not commit any abusive use of the electronic device as set out below. School district administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times if the administration determines that such prohibition is appropriate. An announcement shall be given in the event of such a change in permitted possession or use. Electronic devices may be used during class time when specifically approved by the teacher or a school district administrator in conjunction with appropriate and authorized class or school activities or events. Student may also 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 parents when the student has a compelling need to have the device. 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 of education policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videos, sound recordings, etc.) without direct

administrative approval and consent of the person(s) being recorded, other than the recording of persons participating in school activities that are open to the public; (g) “sexting” as defined below; or (h) activities which invade the privacy of others. Appropriate disciplinary actions shall be imposed for such prohibited uses including, but not limited to, confiscation of the electronic device or suspension or expulsion from school. “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 (a) displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined in Neb. Rev. Stat. § 28-1463.02; (b) 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 person to engage in sexually explicit, obscene, or pornographic photography, films, or depictions; or (c) displays a sexually explicit message for sexual gratification, flirtation, or provocation, or to request or arrange a sexual encounter. Students who receive a sexting message are to report the matter to a school district administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any sexting messages on their electronic devices, regardless of whether the message was received while on school grounds or at a school activity. Students who violate the prohibition against sexting shall be subject to the imposition of appropriate disciplinary actions, up to and including expulsion, and the following penalties shall be imposed at a minimum: (a) Students found in possession of a sexting message shall be subject to a one (1) day suspension from school. (b) Students who send or encourage another person to send a sexting message shall be subject to a five (5) day suspension from school. Any use of an electronic device 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. Disposition of Confiscated Electronic Devices Electronic devices possessed or used in violation of this regulation may be confiscated by school district employees and returned to the student or his or her parent or legal 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 or his or her parent or legal guardian in a consistent and orderly way. Students or their parents or legal guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was confiscated. The school district shall not be responsible, financially, or otherwise, for any unclaimed electronic devices. By bringing such electronic devices to school, students and parents authorize the school district to dispose of unclaimed devices at the end of each semester. The school 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 such electronic devices.

AR Adopted: December 10, 2014

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.

- (3) Harassment and Bullying Policy: One of the missions of McPherson County 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 based on 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 occurrences 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.

- (4) 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: Students will be suspended from school for a minimum of one (1) day, and parents and students will need to meet with the Administrator(s) and/or counselor.
- d. If this type of behavior continues, or if the PDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

- (5) 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 are expected to bring all books and necessary materials to class. This includes study halls.

- b. Assignments for all classes are due as assigned by the teacher.
- c. Students are not to operate the mini-blinds or the windows without permission of the teacher.
- d. 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.
- e. Students are to be in their seats and ready for class on the tardy bell.
- f. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
- g. 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.
- h. 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.
- i. 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 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 ensure 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 all damages to the computer, information, files, programs or disks.

(ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).

(iii) Users shall not use or try to discover another user's account or password.

(iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

(v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.

(vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.

(vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

(viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.

(ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this, or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.

- (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
 - (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.
- (c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet, and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
- (i) Be polite. Do not become abusive in your messages to others.
 - (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information, or images.
 - (iii) Do not reveal your personal account, address, or phone numbers, or that of other students or colleagues.
 - (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
 - (v) All communications and information accessible via the network should be assumed to be private property of others.
 - (vi) Do not place unlawful information on any network system.
 - (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
 - (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
 - (ix) Other rules may be established by the network administrators or teachers from time to time.
- (d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

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

(7) Risks of Facebook and other Social Networking:

The purpose of this message is to give our students information about the risks of using Facebook, Xanga, SnapChat 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 Facebook, Xanga, SnapChat and similar social networking sites may affect you years later.

What you say now on Facebook, Xanga, SnapChat, and similar social networking sites 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 Facebook, Xanga, SnapChat and similar social networking sites.

Here are some common sense guidelines that you should follow when using Facebook, Xanga, SnapChat and similar social networking sites and the Internet in general:

- Do not forget that your profile and Facebook, Xanga, SnapChat, and similar social networking sites forums are public spaces. Do not 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 are not always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new Facebook, Xanga, SnapChat and similar social networking sites 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 Facebook, Xanga, SnapChat and similar social networking sites or the authorities.
- Do not post anything that would embarrass you later. Think twice before posting a photo or info you would not want your parents or boss to see!
- Do not mislead people into thinking that you are older or younger. If you lie about your age, Facebook, Xanga, and similar social networking sites will delete your profile.

We urge all students to follow these common sense guidelines.

Section 4 Reporting Student Law Violations:

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

INTERNET USE BY STUDENTS

It is the policy of McPherson County Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user

access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

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

2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.

5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response.

6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

Electronic Acceptable Use Policy according to Policy 6800

This electronic 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 or that students may bring from home. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and all devices that have the capabilities to access 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.

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.

Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an email to a minor child or spouse; sending an email 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 emails that are threatening or offensive or which contain abusive language; use of end messages on emails 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 emails 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.

1. 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.

2. 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.

3. 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 about 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.

3. 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. It is a misdemeanor to access an internet network without authorization. The district network is password protected. Charges will be filed against persons who access the network without authorization.
4. I. Children's Online Privacy Protection Act (COPPA) A. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications. B. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.
5. Confidential Information.
6. 7.1 Obligations. Each party will: (a) protect the other party's Confidential Information with the same standard of care it uses to protect its own Confidential Information; and (b) not disclose the Confidential Information, except to Affiliates, employees and agents who need to know it and who have agreed in writing to keep it confidential. Each party (and any Affiliates, employees, and agents to whom it has disclosed Confidential Information) may use Confidential Information only to exercise rights and fulfill its obligations under this Agreement, while using reasonable care to protect it. Each party is responsible for any actions of its Affiliates, employees, and agents in violation of this Section.
7. 7.2 Exceptions. Confidential Information does not include information that: (a) the recipient of the Confidential Information already knew; (b) becomes public through no fault of the recipient; (c) was independently developed by the recipient; or (d) was rightfully given to the recipient by another party.
8. 7.3 Required Disclosure. Each party may disclose the other party's Confidential Information when required by law but only after it, if legally permissible: (a) uses commercially reasonable efforts to notify the other party; and (b) gives the other party the chance to challenge the disclosure.

JUNIOR HIGH CONTESTS

It shall be the policy of McPherson County Schools to allow seventh (7th) and eighth (8th) grade Football to be contacted with full pads and helmets. Insurance shall be the sole responsibility of the parent or guardian.

ACTIVITY ELIGIBILITY

Eligibility:

Eligibility participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the principle mission and responsibility for each student is to establish a firm academic foundation. During the period of ineligibility, the student must meet with his/her teacher(s) to discuss those areas in which he/she needs improvement. Each teacher shall inform the respective student(s) of the area(s) in need of improvement and direct them on how to address the deficiencies in those areas beyond the regular school day.

The following eligibility requirements have been established by both schools for participation in Sandhills Valley Cooperative activity practices and competitions:

1. 9-12 grade students must be passing all classes each week to be eligible to participate in competition. If a student is failing one class, he/she may not participate in competitions of that week of eligibility.
2. All 7-8 grade students must be passing all classes each week with the exception of ONE in order to be eligible to participate in competition.
3. Weekly eligibility will begin the second full week of each semester and will be determined each Monday at 12:00 PM through Powerschool reporting (by administration teams). In addition, each administration team will transfer an ineligibility list to the Athletic Director for that week's participation. The ineligibility window will begin on Tuesday through the completion of the following Monday.
4. Each Thursday prior, a preliminary eligibility list will be drawn to notify potentially ineligible student-athletes and coaches of academic deficiencies.
5. The Coach and/or Activities Director will notify each student of his/her ineligibility. The Administration team will be responsible for notifying parents/guardians of the ineligible student.
6. Given any student 7-12 is ineligible, he/she may NOT travel or participate that week of eligibility in any competition.
7. Attendance - Students must be in attendance at least 1/2 school day of practice and competition. If competition falls on a day without school, the student must be in attendance of the entire school day prior to the event scheduled. Failure to attend will result in the student being withheld from participation within the activity. The Administration team of the school in which the student resides retains the right to grant participation should certain circumstances prevail based upon individual school

attendance policy. Their excused absences must be medically excused or excused by the Principal/Superintendent of the student's school.

Section 3 Student Fees Policy

The Board of Education of McPherson County Public Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or

explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

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

(b) Courses

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

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

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

(iv) Music Course Materials. Students may be required to furnish musical instruments for participation in optional music courses. The District is not required to provide for the use of a musical instrument for any student. Students will be expected to provide their own reed and valve oil which are considered personal items and are the financial responsibilities of the students.

(3) Extracurricular Activities—Specialized equipment or attire. Extracurricular activities mean student activities or organizations which are supervised or administered by the District,

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

(4) Extracurricular Activities–Fees for participation. Any fees or dues for participation in extra-curricular activities for the current school year. Admission fees are charged for extracurricular activities and events.

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

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

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one (1) copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

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

ADDITIONAL COSTS

MCS does not assess for books, workbooks, ordinary laboratory supplies, or in general materials which are considered a necessary part of the regular instructional program. However, excessive damage to school-owned materials will be assessed a fine and payable at the end of the year prior to student check out.

There are some costs, however, that become the responsibility of the student. Such costs would include athletic supplies other than basic uniforms, personalized equipment, pictures, yearbooks, shop projects, and special projects. The amount of these costs is to be determined and accepted prior to becoming obligated for them.

Student Fees:

The Board of Education acknowledges that the Public Elementary and Secondary Student Fee Authorization Act authorizes school districts to charge student fees for certain student activities and requires the district to adopt a policy addressing student fees. Further, the Board recognizes the fact that there are expenses relating to educational and extracurricular programs and activities that may require financial participation by students and their parents or guardians. In order to provide the district's students and their parents or guardians with guidance regarding the district's position on student fees, the Board of Education enacts the following Student Fee Policy. It is the intent of the Board to provide equal access for students to all programs while complying with the laws of Nebraska and the rules and regulations of the Nebraska Department of Education.

A. DEFINITIONS

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district.
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program pursuant to Neb. Rev.Stat. 79-1106 to 79-1108.03, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

B. FEES AUTHORIZED: Except as provided otherwise herein, the District may require and collect fees or other funds from or on behalf of students or require students to provide specialized equipment or specialized attire for any of the following activities:

1. Participation in extracurricular activities.

2. Admission fees for spectators attending extra-curricular activities.
3. Copies of student files or records pursuant to Neb. Rev. Stat. 79-214, 79-605, and 79-61.
4. Reimbursement to the district for school district property lost or damaged by the student.
5. Any other fee authorized by law.

C. PERSONAL OR CONSUMABLE ITEMS: The district shall require students to furnish minor personal or consumable items for specified courses and activities, including, but not limited to, pencils, paper, pens, erasers, markers, basic clothing, notebooks and similar personal or consumable items.

D. COURSE PROJECT MATERIALS: Students shall be required to furnish the following materials for the following course projects which become the property of the students upon completion: Specialized Shop Projects and Art Projects (necessary materials) In woods class all projects made with pine will be paid for by the school, up to \$50, if a student wishes to use another type of wood they student and their family is responsible for the purchase. All students will pay for own project over \$50 if project is taken home and has parent approval signed, Cost Permission Form. Projects not approved by parent(s) or guardian will be auctioned off to offset costs.

E. MUSICAL INSTRUMENTS AND ACTIVITIES: Students shall not be required to furnish musical instruments for participation in optional music courses that are not extracurricular activities. However, the district shall not be obligated to provide a musical instrument for any student.

F. CHROME BOOKS: Students will not be charged for their use of school owned Chrome Books. Students are responsible for all damages or losses with their school owned Chrome Books. **Students will be charged a \$30 fee for any damages or losses.**

G. POSTSECONDARY EDUCATION: Students shall be required to pay the credit cost of the postsecondary institution.

H. STUDENT RECORD COPY CHARGES: Students, their parent(s), and/or their guardians shall be charged ten cents per page for copies of a student's files or records provided pursuant to Neb. Rev. Stat. 79-2104.

I. OTHER ITEMS: Charges for yearbooks, class rings and similar items that are sold as a convenience to students are not fees and are not covered by this policy. Fines for overdue books, damages, abuse of school rules, regulations and policies developed for the safe and efficient operation of the school are not student fees.

J. GRADUATION ITEMS: There are no fees required for caps, gowns, diplomas, tassels, medals, plaques, and programs. Students will be required to pay for optional items such as flowers, stoles, and class legacy gift. Up to \$75 will be paid by the school for corsages, boutonnieres, and flowers.

K. FEE WAIVER: Any fees to be charged or materials required to be provided for the following shall be waived for students who qualify for free or reduced-price lunches under United States

Department of Agriculture child nutrition programs:

1. Participation in extracurricular activities.
2. Admission fees for spectators attending extracurricular activities.
3. Specialized equipment or specialized attire for participation in extracurricular activities.
4. Course project materials as provided in paragraph E.
5. Musical instruments both for participation in optional music courses that are not extracurricular activities and for participation in extracurricular activities.

Fee waivers can also be requested for emergency situations in a student's family for those experiencing illness, unusual expenses such as fire, flood, storm damage or other situations judged to be an emergency. Parents or students who believe they may qualify for temporary financial hardship should contact the Superintendent's office for a waiver form. The Superintendent shall determine whether the fee waiver should be granted in whole or in part, and the student's parent(s) or guardian(s) shall be notified of the decision in a prompt manner. This waiver does not carry over from year to year and must be completed annually.

L. PENALTIES: Students who fail to pay overdue student fees may be subject to administrative penalties including, but not limited to, exclusion from prom, withholding of the yearbook or annual, etc. Students shall not be denied a diploma, transcript or credit for course work completed for failure to pay student fees.

M. FUND-RAISING: Students may be required to partake in fund-raising activities to participate in extracurricular activities. If fund-raising is required for an extracurricular activity, any student participating in said activity shall be expected and required to participate equally in whatever funds are raised.

N. SEVERABILITY CLAUSE: If any section or part of this policy is declared invalid or unconstitutional, the declaration will not affect the validity or constitutionality of the remaining portions.

Appendix 1 to Policy 5340 – Student Fees

Elementary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt

Art classes	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Choir classes	Dress/performance attire	Choir teacher will direct students in appropriate attire for concerts.
Band classes	Musical instruments Musical instrument accessories Dress/performance attire	Limited instruments available for use by any student. If repair or replacement is needed, student will pay cost. Reeds, valve oil, drumsticks, slide grease, reed guards, cleaning swabs, mouthpiece brushes, etc. are the responsibility of the student. Band teacher will direct students in appropriate attire for concerts.
Classroom supplies	General supplies, such as writing instruments, note-books, Kleenex, etc.	Students are required to bring items from class supply lists.
Field trips	Transportation, admission costs, and lunch	Superintendent-approved trips include school-provided transportation and covered admission. Lunches are costs to the parents.
Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects	Appropriate clothing (non-specialized attire) Projects taken home	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged Students will pay for materials for the project if the project is taken home.
Ag classes and special projects	Appropriate clothing (non-specialized attire)	Protective clothing: School provides welding helmets. Each student pays \$50 into account for projects, and if the project is more expensive, the student pays balance.
Woods class	Appropriate clothing (non-specialized attire)	All projects made from pine will be paid for by the school. If a student would like to do a project using any other type of wood the cost for that project is the responsibility of the student and their family.

Choir class	Dress/performance attire	Choir teacher will direct students in appropriate attire for concerts.
Band class	Musical instruments Musical instrument accessories Dress/performance attire	Limited instruments available for use by any student. If repair or replacement is needed, students will pay the cost. Reeds, valve oil, drumsticks, slide grease, reed guards, cleaning swabs, mouthpiece brushes, etc. are the responsibility of the student. Band teacher will direct students in appropriate attire for concerts.
Speech class	Poster boards Professional attire	Students purchase materials of their choice. Professional dress is encouraged.
Classroom supplies	General supplies, such as writing instruments, notebooks, Kleenex, etc.	Students are required to bring items from class supply lists which may be handed out by individual teachers.
Advanced math or science classes	Specialized calculators	Students may check out calculators from the teacher, and if repair or replacement is needed, students will pay a cost not to exceed \$130.00.
1:1 Chromebook Program	Chromebook	If repair or replacement is needed, students pay a cost not to exceed \$400.00. Seniors may purchase their Chromebook for \$50 after graduation.
Post-secondary education classes	Tuition and fees for college courses taken for credit	Any postsecondary education costs are to be paid directly by students to the college.
Extracurricular Programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Sports		
Admission to sports events	Spectator fees	Students (K-12) free Adults \$4.00 Golden (60-year-old) FREE Individual Annual Pass \$30 Family Annual Pass \$50 District and Conference events cost set by NSAA but not to exceed \$20.00 per event.
Athletic physical exam to play sports	NSAA required of all athletes	Cost varies; payable directly to student's physician or clinic

Equipment and attire for sports	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.	<p>Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include personal athletic bags, hair ties, sweat bands, non-required gloves, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:</p> <table border="1" data-bbox="932 724 1414 1738"> <tr> <td>Basketball</td> <td>Practice attire</td> </tr> <tr> <td>Cross Country</td> <td>Practice attire</td> </tr> <tr> <td>Football</td> <td>School provides all equipment including mouth guards</td> </tr> <tr> <td>Golf</td> <td>Golf bag & clubs</td> </tr> <tr> <td>One-Act Play</td> <td>Costumes are funded in part by class fund raising activities such as a Dinner Theater. Students pay balance, approx. irately \$15.</td> </tr> <tr> <td>Speech Contests</td> <td>Research materials, poster board, professional dress</td> </tr> <tr> <td>Track</td> <td>Practice attire</td> </tr> <tr> <td>Volleyball</td> <td>Knee pads</td> </tr> <tr> <td>Wrestling</td> <td>Head gear</td> </tr> </table>	Basketball	Practice attire	Cross Country	Practice attire	Football	School provides all equipment including mouth guards	Golf	Golf bag & clubs	One-Act Play	Costumes are funded in part by class fund raising activities such as a Dinner Theater. Students pay balance, approx. irately \$15.	Speech Contests	Research materials, poster board, professional dress	Track	Practice attire	Volleyball	Knee pads	Wrestling	Head gear
Basketball	Practice attire																			
Cross Country	Practice attire																			
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Speech Contests	Research materials, poster board, professional dress																			
Track	Practice attire																			
Volleyball	Knee pads																			
Wrestling	Head gear																			
Travel meals	Meals	Students are responsible for their own meals while traveling unless it is																		

		a state or national event which is specified in Policy 3610.
Camps and clinics	Registration and other costs	Students are responsible for the cost of all clinics, camps and conditioning programs including personal items purchased such as t-shirts.
Future Business Leaders (FBLA)	State & national dues Meals	Annual dues \$10.00 per student. Students are responsible for their own meals while traveling unless it is a state or national event which is specified in Policy 3610.
Future Farmers (FFA)	State & national dues Official uniform Meals	Annual dues are \$25.00 per student. First year members pay \$25 for jacket and tie/scarf; FFA pays balance. Dress slacks/skirt, shirt/blouse, shoes are required of students. Students are responsible for their own meals while traveling unless it is a state or national event which is specified in Policy 3610.
Clubs/Organizations	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
National Honor Society (NHS)	State & national dues	Annual dues are covered by the school.
Student Council	State & national dues	Annual dues are covered by the school.
Social & Recognition Activities	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
School plays, musicals, social activities, dances	Admission to events	Not to exceed \$10.00 per event
Homecoming court	Flowers Formal dress	The Student Council pays for flowers. Candidates' attire is formal wear.
Homecoming parade and pep rally	Float materials and giveaways Pep rally costumes, music, props	Each graduation class provides materials to build a float and to present a skit at the pep rally.
Senior recognition	Graduation ceremony and activities	The school pays for gowns, caps, tassels, diplomas, medals, plaques, and programs. The seniors pay for optional items such as flowers, stoles,

		class legacy gifts, and lunch. These items can be funded by class fund raising activities.
Senior trip	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of their school sponsored senior trip. This can be funded by class fund raising activities.

Mileage paid to McPherson County resident parents for driving their K-8th graders to school. The formula is created by the state and is: $(2.85\% \times R \times \text{one way} - 3 \text{ miles}) \times \text{rate}$. Rate is set by the IRS and could change. See policy 3515.

Article 10 - State and Federal Programs

Section 1

Annual Notice of Non-discrimination

The McPherson County Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 2 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	Principal
Title IX	Discrimination or harassment based on sex; gender equity	Counselor
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Principal
Homeless student laws	Children who are homeless	Principal/Superintendent

Safe and Drug Free Schools and Communities	Safe and drug free schools	Principal
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The Coordinator or Level 2 Administrator may be contacted at: P.O. Box 38 525 Hwy 92 Tryon, Nebraska 69167, telephone number 308 – 587 - 2262.

Title IX team for 2021-2022

Coordinator: Meka Melvin

Investigator: Meka Melvin

Level 1 Administrator: Kami Florea

Level 2 Administrator: Tim Vanderheiden

Special Education advisor: Raegan Anderson

Section 3 Anti-discrimination & Harassment Policy

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

Preventing Harassment and Discrimination of Students.

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

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

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

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

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

Sexual harassment may exist when:

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

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

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

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

Complaint and Grievance Procedures:

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

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

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

Section 4 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.

Section 5 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 (3) 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 infants 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

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>

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.

Section 6 FERPA Annual Notice

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 plan 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 to the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.

Washington, D.C. 20202-4605

Section 7 PPRA (Protection of Pupil Rights Amendment) Annual Notice

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 McPherson County 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 (2) 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.

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 course's student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices and designates such student work as directory information and/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 McPherson County Sheriff 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.

Section 8 PPRA (Protection of Pupil Rights Amendment) Annual Notice

It is the policy of McPherson County 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 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).

Section 9 Parental Involvement Policies

ESSA- EVERY STUDENT SUCCEEDS ACT

This Act reauthorizes the 50-year-old Elementary and Secondary Education Act (**ESEA**), the nation’s education law and longstanding commitment to equal opportunity for all students.

A. General - Parental/Community Involvement in Schools:

McPherson County 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.

Section 10 Homeless Students Policy

McKinney – Vento Notice

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 which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community

and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties 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 as provided in Nebraska Rule 19.

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

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered.
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. 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 of 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 McPherson County Public Schools based on it being the school of origin, the new school and McPherson County 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.

Article 11 – Dating Violence

Dating Violence

5332

Dating violence will not be tolerated in the school district. For purposes of this policy, "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students in the school district shall be addressed as the school district administration determines appropriate, within the scope and subject to the limits of the school district's authority.

Training on dating violence shall be provided to school district employees as deemed appropriate by the school district administration. Such dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the school district's dating violence policy.

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

The school district administration shall be responsible for ensuring that the dating violence policy is published in the school district's student-parent handbook or an

equivalent publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines to be appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Legal Reference: Neb. Rev. Stat. §§ 79-2,138 to 79-2,142

Article 12- Progress and Records

PROGRESS AND RECORDS

Confidentiality of Records

5205

All materials placed in the student's file and originating with the school district shall be available to the student and his or her parent or legal guardian upon request for inspection in the presence of the school district official responsible for maintaining the files. Standardized test results and records prepared by any office of the school district shall be made available to teachers, counselors, and any school district administrators in a confidential manner. No other person shall have access thereto, nor shall the contents thereof be divulged in any manner to any unauthorized person.

All files or records shall be so maintained as to separate academic and disciplinary records, and all disciplinary materials shall be removed and destroyed upon the student's graduation or after his or her continuous absence from the school district for a period of three years.

A student's academic file shall include the following information:

- (a) Personal identification information.
- (b) Cumulative scholastic record.
- (c) Activities record.
- (d) Attendance record; and
- (e) Standardized, achievement, and interest test scores.

A transcript of courses taken and grades received will be sent to persons, agencies, or institutions only upon written request of a parent, legal guardian, or the student, except if a student has not completed the education program at McPherson County Schools and moves into another school district, and that school district requests the student's transcript. Transcripts will not ordinarily be given or sent to individual students or families, but will be mailed directly to the person, agency, or institution requesting the information. If the number of requests for transcripts becomes excessive, a charge of \$1.00 may be assessed for additional copies.

Any teacher or school district administrator shall have the right to attach written statements to a student's file. A student shall have the right to respond to any material in his or her file. All

responses made by the student or his or her parent or legal guardian shall be submitted to the school district official responsible for maintaining the file. Such school district officials shall attach the responses to the student's file.

Student directory information shall be compiled and will be released at the discretion of the school district administration but will at no time be released to any agency or individual if personal profit is the object of the receiver. Directory information shall consist of: (a) student's name, (b) address, (c) grade in school, (d) name of parents or legal guardian, and (e) date of birth. Parents or legal guardians who do not wish to have their children's names included in the directory to be released may request that they be deleted, and it shall be the responsibility of the superintendent of schools to delete such names.

The superintendent shall see that proper records are kept of all mailing and receiving dates of all cumulative and other student records.

Legal Reference: Neb. Rev. Stat. § 79-2,104
 Neb. Rev. Stat. § 79-526
 Neb. Rev. Stat. § 79-539
 Neb. Rev. Stat. §§ 84-1201 to 84-1227

Article 13 – Addition Information

Section 1 MISSING CHILDREN IDENTIFICATION ACT

The following steps will be followed in order to be in compliance with the Missing Children Identification Act:

1. The school district will notify parents of new enrollees in writing that within 30 days he or she must provide either:
 - A. A certified copy of the student's birth certificate
 - B. Other reliable proof of the student's identity and age accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.
2. The parents must present the office a certified (raised seal) birth certificate.
3. A copy of the certified birth certificate will be made, with the office personnel writing on the copy that she/he saw the certified birth certificate, shall be put in the child's permanent records.
4. If, within 30 days, the parents have not complied with the law, the principal must notify the parents in writing that they have 10 days to comply or the matter will be turned over to the local law enforcement agency.
5. If there is no compliance within the 10-day period, then the principal must immediately

report the matter.

Section 2 MEDICAL RELEASE ON & CONTACT INFORMATION FORM

This form is sent home. Parents are requested to fill out the form with necessary information and return to the school by the listed date.

The MEDICAL RELEASE on the MEDICAL & CONTACT INFORMATION FORM, A copy of these forms may be requested by the parents for their own use.

A copy will be given to the ambulance personnel for the ambulance card file.

A copy will be kept in a file with elementary teachers and will accompany teachers and students on all out of town excursions. A copy will be in all school vehicles in which students may ever ride. The original will be kept in the office.

Students will not be allowed to participate in out of town excursions until their form is on file.

In the event it is necessary the ambulance will be called at the discretion of the teacher or administrator. The teacher/administrator shall use every reasonable effort to contact the parents first; however, the immediate need of the child is the first priority.

Section 3 ILLNESS OR ACCIDENT

In case of illness or injury indicating inadvisability for the child to remain in the classroom, the parent will be contacted by telephone to come to the school and get their child. In cases where parents cannot be reached by telephone, emergency numbers which parents have given will be used. These people will be asked to come to the school to get the child.

If the parents cannot be contacted, nor anyone at the emergency number, the child will remain at school during the school hours, and will return home by regular means except in cases where in the opinion of the teacher, medical aid is needed immediately, an ambulance will be called at the parent's expense, and the child will be sent to the emergency room at a hospital.

Under no circumstances will ill or injured children be allowed to walk home during school hours.

Section 4 MEDICATION OR PHYSICAL IMPAIRMENT

Any physical impairment that requires special attention, and/or medication needed during the school day, including the use of eye glasses, shall be brought to the attention of the office and teacher at the time of enrollment, or as soon as the parent knows of the condition. This notice shall be in writing and signed by the parent giving complete instructions from the child's doctor. A student health plan will be written by the school in cooperation with the parents for any student with extra medication or physical needs. Copies of this plan will be kept in both buildings.

Section 5 ADMINISTERING MEDICATION

Medications should be given at home wherever possible.

It shall be the policy of McPherson County Schools, in order to comply with LB 1354 that in the event that school personnel are requested to administer medication to students during school

hours, the following will be adhered to:

1. Medications shall be present in the school only on a current individual prescription basis and must be brought to the school by a parent not the school age children.
2. Medications will only be administered as prescribed by a physician. Such prescriptions shall include the name of the drug, dosage, route, time interval medication is to be taken and length of time to be administered. Prescription changes must be provided by parent/guardian in the form of a new prescription label or signed prescription from a physician.
3. The parent or guardian of the student shall request, in writing, that the school district comply with the physician's order, and will give specific instruction as to the exact time or times such medication is to be administered.
4. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
5. Medication shall be administered by the person(s) designated by the school.
6. Medication administered at the school shall be stored in a secure, clean container or cabinet not accessible by students.
7. Opportunities shall be provided to communicate with the student, parent and physician regarding the effects of the medication administered during school hours.
8. Injections: Automatic Dose Injections (such as Epi-Pens in response to bee stings and other allergic reaction) may be given by trained district staff. For any other type of injections that are given in response to an emergency, Emergency Medical Services (911) and the parents/guardians or a physician will be called immediately.
9. Inhalers: Students may carry their inhaler with them and use them without supervision. However, the school will have been advised, in writing, by the student's parent or guardian or a physician regarding the use of the inhaler. Inhalers are not to be shared with any other student.
10. Over-the-counter medications may be administered to students provided they are sent to school in the original packages with a written note from the parent of guardian requesting use by the child and specific directions concerning times and dosage.
11. Parents/guardians must train personnel to care for students in emergency situations

Section 6 AHERA (Asbestos Hazard Emergency Response) Annual Notice

There is an asbestos file and plan in the office of McPherson County Schools. It is available to the public during school hours.

The management plan indicates that asbestos is assumed to be in the mastic holding baseboards

in the high school installed previous to 1999.

This assumed asbestos is in excellent condition and poses no threat to the occupants of the building. The Operation & Maintenance plan provides for careful surveillance to ensure that the material does not become friable and harmful to the occupants.

Section 7 SCHOOL DANCES

All school dances will be restricted to McPherson County High School students and their dates unless other arrangements are approved by the Administration. Dates shall be students of grades nine and above with the age not to be above 20. Each dance must be sponsored by at least two (2) faculty members or one (1) faculty member and two (2) different parents. Once a student has been admitted to the dance, they will remain until the close of the dance, or shall not be readmitted upon leaving.

Section 8 CLASS OFFICERS

The election of class officers shall be at the beginning of the school year. Offices to be filled by simple majority vote shall be: President, Vice President, Secretary, and Treasurer. Class meetings will be held as is needed and approved by the sponsor, with at least one meeting per month. Accurate minutes will be kept of all formal meetings. Dues may be assessed for special purposes by a majority vote of the class, subject to approval by the sponsor and administration. There will be a limit of one (1) class party per year which must be scheduled no less than one (1) week in advance.

Section 9 CLASS FUNDS

The accounting of all class funds shall be maintained in the office. Students are reminded that when engaged in any fund-raising activity, they are to be very courteous at all times and are not to travel in large groups while canvassing or soliciting funds. All fund-raising activities and projects must be submitted to the administration in writing and approved prior to the campaign. No group meeting of any kind is permitted without a sponsor present, unless by special arrangement made through the office. All monies that are raised by the individual classes within the club or class framework will be used by the group. Money will not be dispensed to individual class members. The senior class account which may have money left at the end of the year will be used for a school project agreed to by a simple majority of the class and the administration.

Section 10 FIRE PROCEDURE

In case the building is to be evacuated immediately for any emergency such as fire, or when drills for the same are being conducted, the following procedure is to be followed:

1. Fire alarm will sound.

At the secondary:

2. Library, business room, SPED/ITV room, Counselor's room, shop, and Ag Science room will go out the **EAST** doors.

3. Science room, English room, gym, restrooms, and office will go out the **SOUTH** doors.
4. History and math rooms will go out the **NORTH** door.
5. Music/Art room and commons area will go out the **EAST** door of the commons area.
6. Stage will go out the Boys locker room door and proceed to **NORTH** check point.
7. Walk quickly out of the building in a safe and orderly manner and away from the building.
8. Do not return to the building until instructed to do so.

At the elementary:

2. Students will be escorted by their teachers across the playground, a safe distance away from the building, out of the area that firefighters would use in case of a fire.
3. Walk quickly out of the building in a safe and orderly manner and away from the building.
4. Do not return to the building until instructed to do so.

Section 11 SEVERE WEATHER ALERT

Should we be given a severe weather alert or warning, such as for a tornado, or when drills for the same are being conducted, the following procedure is to be used:

At the secondary:

At the signal all 7-12 students will go to the main bathrooms. Girls will proceed to the girls' bathroom, boys to the boys' bathroom under the supervision of the appropriate staff members as assigned by administration. The proper position for safety would be to sit on the floor, with head on knees and arms folded over the head. The signal for this procedure will be three short rings of the fire alarm horn.

At the elementary:

Teachers in the lower elementary building or in the portable will escort their classes quickly to the main building. Teachers will direct the students into the paper supply room, bathrooms, and office. The proper position for safety would be to sit on the floor, facing away from the glass windows with head on knees and arms folded over the head. Students should remain in this position, be calm and quiet so that the teachers can hear instructions from the emergency management system. The signal for this procedure will be three short rings of the fire alarm horn.

“I Love U Guys” Protocol will be followed for all emergencies. Lock down, Lock Out, and Evacuation.

HOLD: In your room or Area

Students: Clear the hallways and remain in the area or room until “All Clear” is announced.
Business as usual.
Adults and Staff: close and lock the door.
Account for students and adults.
Do business as usual

SECURE Get inside. Lock Outside Doors.

Students: Return inside, Business as usual.
Adults and Staff: Bring everyone indoors.
Lock outside doors.
Increase situational awareness.
Account for students and adults.
Business as usual.

LOCKDOWN: Locks, Lights, Out of Sight

Students: Move away from sight.
Maintain silence.
Do not open the door.
Adults and Staff: Lock the interior classroom door.
Turn out the lights.
Move away from sight.
Do not open the door.
Maintain silence.
Account for students and adults.
Prepare to evade or defend.

EVACUATE; TO ANNOUNCED LOCATION.

Students: Bring your phone if possible.
Leave your stuff behind if required to.
Follow instructions.
Adults: Bring roll sheet and Go Bag (unless instructed not to take anything with them, dependent on reason for evacuation.)
Lead students to Evacuation location.
Account for students and adults
Report injuries or problems using the Red card Green card method.

SHELTER; For HAZARD Using SAFETY STRATEGY.

Safety Strategy might include:

Evacuate the shelter area.
Seal the room.

Drop, cover, and hold.
Get to high ground.
Students: Use appropriate safety strategy.
Adults and Staff:
Lead safety strategy.
Account for students and adults.
Report injuries or problems using the Red card/Green card system.

Section 13 FIELD TRIPS AND GUEST SPEAKERS

The Board of Education of McPherson County Schools encourages and sanctions student trips, and guest speakers from the community. The Board encourages participation in interscholastic events and community service projects, which are of value in helping achieve each participating student's educational objectives.

Teachers are encouraged to coordinate the invitation of guest speakers and assembly programs, to provide educational instruction to the students, with the principal.

Each teacher is also encouraged to take a field trip to enhance their classroom instruction. Such field trips must be pre-approved by the principal and advance notification given to parents. Participation of students in school approved field trips will require written parental approval for trips beyond walking distance.

Students must have a MEDICAL & CONTACT INFORMATION FORM on FILE in order to participate. All trips shall begin and end at the school unless other arrangements have been made between the teacher and parents. There is no fee charged to attend field trips. The only money needed would be if they eat out for a field trip or bring a sack lunch.

Students should remember that field trips are school functions and the regular rules and expectations of student behavior apply.

Section 14 STANDARD OF CONDUCT

The Board of Education of McPherson County Schools expects each student to attend school with punctuality and regularity, to obey rules and regulations, to obey directions and requests of teachers, to observe good order and behavior, to be diligent in study, clean and tidy in person and attire, and respectful to schoolmates.

The teachers together shall formulate the rules and regulations consistent with board policy to insure proper student conduct. These rules and regulations shall apply to all school buildings and school grounds during, immediately before, or immediately after school hours. These rules and regulations also apply to any school-sponsored function or event on or off school grounds.

Section 15 Finals

If finals are given:

Students will take final tests the last two days before the end of the semester. Odd numbered periods will be given one day, and even numbered periods will be the other day.

Section 16 Discipline

McPherson County Schools will systematically implement the *positive behavior* over the next several years *this will* focus primarily on training the entire student population in school-wide behavioral expectations and then recognizing and reinforcing students for meeting the expectations. We believe that what we focus on will grow. If we focus on recognizing those who meet expectations, then more students will strive to meet them. If we focus on recognizing those who do not meet the expectations, then more students will not meet them.

We will utilize the *McPherson County Office Referral Form* for record keeping of inappropriate student behavior. It is essential that every staff member use this form and that each one adheres to the process agreed to and implemented by the entire staff.

Section 17 SCHOOLHOUSE RULES

1. Students shall maintain proper control of themselves while in the school building: No running, jumping or rough housing. No tipping back on the chairs. No entry into rooms other than classrooms with supervision and authorization.
2. Students will always use indoor voices and will be kind and controlled in their speech at all times: No yelling, loud talking, no threatening other students or use of profanity.
3. Students shall treat the facilities and furnishing of the school with respect: No writing on the walls, ceilings, or furniture. No mistreatment of school textbooks, supplies, computers, etc.
4. Students shall be expected to display appropriate attitudes toward fellow students and all school staff. Respect and responsiveness are required for a good school climate. Students who violate this expectation will bring upon themselves appropriate consequences, even exclusion until they can begin to demonstrate these virtues with consistency.
5. Students will refrain from demonstrating physical displays of affection during the school day, on school grounds, on school transportation and during school functions.
6. Students will be required to furnish their own basic school supplies and be ready for class each day with necessary supplies. Any materials over and above these will be furnished by the school system when they are necessary for a required course.
7. Students will be expected to be current with all their coursework, including online classes. Failure to maintain adequate progress will require remediation and exclusion from extra-curricular participation.
8. Permission is required from the administration and teacher before a student may bring a guest to school.
9. Students will refer to all staff connected with the school by the appropriate title.

Section 18 PLAYGROUND RULES

“Treat the equipment nicely so it will last as long as possible for future Longhorns or Mavericks.”

1. Students will use playground equipment as it was designed to be used: No standing on swings or the slide, no twisting or side to side with the swings, no jumping out of swings, no climbing on swing sets, tetherball poles, football goals or basketball goal poles.
2. Students will engage in games and activities that will not tend to hurt or cause injuries to other students: No tackle football, no sliding on ice or unsupervised snowball fights. Do not use sticks or tree branches to play with or “sword fight.”
3. Bicycles, skateboards, roller-skates and rollerblades may only be used for transportation to and from school.
4. Students will use the playground to take a break from the classroom and expend energy: No eating or drinking on the playground without teacher permission
5. Do not hurdle over the teeter totters.
6. Students will demonstrate good character, specifically kindness and inclusiveness on the Playground: No profanity, threatening, bullying, fighting, or excluding others from the activity.

Section 19 BEHAVIORAL CONSEQUENCES

In the event that a student misbehaves during school hours or at a school activity, the teacher responsible for the student may retain the student during recess periods or no longer than thirty (30) minutes after the normal dismissal time or take other appropriate action. If a student persists in misbehaving, the conduct of the student shall be reported to the Principal. The Principal shall arrange for a parental conference with the teacher to discuss the situation and to recommend appropriate action which may include suspension.

Section 20 PUBLIC PARTICIPATION AT BOARD MEETINGS (Policy 1205)

Regular, special, and emergency meetings of the McPherson County Board of Education shall be open to the public. Board meetings are held for the purpose of conducting official business of the school district. As such, Board meetings are not public forums but are meetings held in public.

In general, the public has a right to attend and the right to speak at meetings of the Board of Education. All or any part of the meeting may be recorded by any person in attendance by means of any recording device or in writing. Recording the meeting, however, needs to be disclosed to the board when the board president poses the question. The Board of Education reserves the right to make and enforce reasonable rules and regulations regarding the conduct of persons attending its meetings and regarding their privilege to speak. The Board of Education is not required by law to allow citizens to speak at each meeting, nor may it forbid public participation at all meetings.

A public comment period (or “open session”) will generally be scheduled at each regular business and special meeting of the McPherson County Board of Education. Comments and questions at a regular meeting may deal with any topic related to the Board’s conduct of the schools. At special meetings, public comment will be allowed on action items only.

The Board President shall be responsible for recognizing all speakers (who shall properly identify themselves) and for maintaining proper order and obtaining adherence to any time limit set.

Speakers will not be permitted to make defamatory comments or use abusive or vulgar language. Complaints about school personnel or students are to be discouraged at public meetings. Such complaints should be addressed to proper administrative authority.

The President of the Board as presiding officer shall ensure orderly and timely progression of the public meeting and as such may set time limits on public discussion. The President has the prerogative to discontinue any presentation which violates any of the public participation guidelines. At the discretion of the President, proceedings may be suspended and/or the offending individual(s) may be removed. The public comment period shall be limited to five (5) minutes per speaker.

According to Policy 7330 for an individual to request placement of an item on the board meeting agenda by filing a written request with the superintendent of schools by **noon** of the workday preceding a regularly scheduled board meeting. The written request should include the name, address, and telephone number of the person making the request; the name of the organization or group represented, if any; a statement of action to be requested of the board of education; and any pertinent background information leading to the request.

The superintendent of schools, upon receipt of a properly executed request, shall set a date for inclusion of the requested item on the agenda as soon as practicable, bearing in mind such considerations as allowing time to gather pertinent information and to assemble members of the staff who have knowledge of the subject. The superintendent of schools shall notify the individual or group of the date, time, and place of the meeting at which the item will be considered.

Members of the public should not expect an immediate response to issues raised. Questions requiring investigation shall be referred to the Board or administrative staff for consideration and possible response.

McPherson County Schools Telephone Extensions 308-587-2262

2023-2024

Anderson, Raegan, Special Education/Music	107
Cochran, Bethany Office (Hours: 7:30 am - 4:05 pm)	101
Administrative office Grade School	114
Computer Lab Grade School	119
Ebmeier, Mindy, 5th and 6 th Grade	115
Phelps, Jason, Social Studies/Driver's Ed.	112
Lovitt Shelly, 3rd and 4 th Grade	117
Florea Kami, Principal/ Activities Director	125
Connell, Renee, Guidance Counselor, and IT	104
Crow, Joy, K – 2 nd Grades	120

Gaedke, April English	103
Elementary multipurpose/music room	122
Art	110
Vanderheiden, Tim Superintendent HS	102
Bus Driver	113
Kitchen, High School	109
Melvin, Meka, Elementary Library/PE	116
Melvin, Meka, High School Library/PE	105
Simmons, Ken Maintenance and Grounds	113
Simmons, Tawnya Bookkeeper	124
Choat, Evey, Agriculture	123
Connell, Luke Business	106
Vasa, Lisa Mathematics	111
Kiai, Silas Science	108
Para	107
Para	110
McNutt, Jill Custodian	101

RECEIPT OF 2023-2024 STUDENT-PARENT HANDBOOK OF MCPHERSON COUNTY PUBLIC SCHOOLS

This signed receipt acknowledges receipt of the 2023-2024 Student-Parent Handbook of McPherson County Public Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as students, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Date: _____

Student's Signature

Date: _____

Student's Signature

Date: _____

Student's Signature

Date: _____

Student's Signature

Date: _____

Student's Signature

Date: _____

Date: _____

Student's Signature

Legal Parent or Guardian Signature