

NELIGH-OAKDALE PUBLIC SCHOOLS

STUDENT-PARENT HANDBOOK 2020-2021



“THE WARRIOR WAY”

**Neligh-Oakdale Public Schools
600 J Street
Neligh, Nebraska 68756
402-887-4166
402-887-5322 (Fax)**

TABLE OF CONTENTS

Foreword

		Page
	<u>Intent of Handbook</u>	6
Section 1	<u>Members of the Board of Education</u>	6
Section 2	<u>Administrative Staff</u>	6
Section 3	<u>Teaching Staff</u>	7
Section 4	<u>Support Staff</u>	7
Section 5	<u>School Calendar</u>	8

Article 1 - Mission and Goals

		Page
Section 1	<u>School Mission Statement</u>	9
Section 2	<u>Goals and Objectives</u>	9
Section 3	<u>Mutual Respect</u>	10
Section 4	<u>Entrance to Neligh-Oakdale Public Schools</u>	10

Article 2 - School Day

		Page
Section 1	<u>Daily Schedule</u>	10
Section 2	<u>Friday Schedule</u>	10
Section 3	<u>1:30 Early Out Schedule</u>	10
Section 4	<u>Severe Weather and School Cancellations</u>	11
Section 5	<u>Closed Campus</u>	11
Section 6	<u>Supervision Responsibility Before/After School</u>	11
Section 7	<u>Office Hours</u>	12
Section 8	<u>Signing a Child In and Out of School</u>	12
Section 9	<u>Emergency Closing Procedures</u>	12

Article 3 - Use of Building and Grounds

		Page
Section 1	<u>Visitors</u>	12
Section 2	<u>Smoke-Free Environment</u>	12
Section 3	<u>Care of School Property</u>	13
Section 4	<u>Lockers</u>	13
Section 5	<u>Searches of Lockers and Other Types of Searches</u>	13
Section 6	<u>Video Surveillance</u>	13
Section 7	<u>Use of Telephone</u>	14
Section 8	<u>Bicycles</u>	14
Section 9	<u>Student Valuables</u>	14
Section 10	<u>Lost and Found</u>	14
Section 11	<u>Accidents</u>	14
Section 12	<u>Laboratory Safety Glasses</u>	14
Section 13	<u>Insurance</u>	14
Section 14	<u>Bulletins and Announcements</u>	14
Section 15	<u>Fundraising Activities</u>	15
Section 16	<u>Scheduling of Events</u>	15
Section 17	<u>Fire Drills</u>	15
Section 18	<u>Tornado Drills</u>	15
Section 19	<u>Lunch Period & School Lunches</u>	15
Section 20	<u>Cell Phone/Smart Watch Policy</u>	16

Section 21	Nuisance Items	16
Section 22	Driving and Parking	16
Section 23	Dating Violence	16
Section 24	Leaving School During Session	17
Section 25	JH Study Hall and Warrior Time	17
Section 26	Transportation	17
Section 27	Police Conferences	18
Section 28	Library & Media Center	18
Section 29	Food, Beverages, and Gum Regulations	18
Section 30	School Wellness	18

Article 4 – Attendance

		Page
Section 1	Attendance Policy	18
Section 2	Parental or Guardian Attendance and Absence Verification	19
Section 3	Excused Absences	19
Section 4	Unexcused Absences	20
Section 5	Other Absences	20
Section 6	Truancy	20
Section 7	Attendance Incentive	21
Section 8	Make-up Work for In-School & Out of School Suspensions	21
Section 9	Extra-Curricular Attendance Requirements	21
Section 10	Returning to School After An Absence	21
Section 11	Attendance Notification	21
Section 12	Option Student	22

Article 5 - Scholastic Achievement

		Page
Section 1	Grading System	22
Section 2	Report Cards	23
Section 3	High School Yearly Course Requirements	23
Section 4	Grade Classification	23
Section 5	Graduation Requirements	23
Section 6	Valedictorian/Salutatorian	24
Section 7	Junior High Promotion and Retention	24
Section 8	Schedule Changes	24
Section 9	Class Rank and GPA	24
Section 10	Honor Roll	25
Section 11	Mid Term Graduation	25
Section 12	Down List	25
Section 13	Class Load	25
Section 14	Work Release Program	25
Section 15	Student Planners	25
Section 16	Teacher Aides	25

Article 6 - Support Services

		Page
Section 1	Special Education Services	26
Section 2	Students with Disabilities: Section 504	27
Section 3	School Counseling Services	28
Section 4	Health Services	28

Article 7 - Drugs, Alcohol and Tobacco

		Page
Section 1	<u>Alcohol & Illicit Drug Use Prohibited</u>	30
Section 2	<u>Smoking Prohibited</u>	30
Section 3	<u>Drug Free Schools</u>	30
Section 4	<u>Education & Prevention</u>	30
Section 5	<u>Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco</u>	31

Article 8 - Student Rights, Conduct, Rules and Regulations

		Page
Section 1	<u>Student Conduct and Discipline Policies</u>	32
Section 2	<u>Forms of School Discipline</u>	32
	<ul style="list-style-type: none"> ●Short-Term Suspension ●Long-Term Suspension ●Expulsion ●Other Forms of Student Discipline 	
Section 3	<u>Student Conduct Expectations</u>	34
	<ul style="list-style-type: none"> ●Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment ●Additional Student Conduct Expectations and Grounds for Discipline ●Student Appearance Policy ●Electronic Devices ●Harassment and Bullying Policy ●Inappropriate Public Displays of Affection ●Specific Rule Items ●Network, E-Mail, Internet and Other Computer Use Rules ●Risks of Social Networking 	
Section 4	<u>Reporting Student Law Violations</u>	36
Section 5	<u>Due Process Procedure</u>	36
Section 6	<u>Additional Student Rules</u>	39
Section 7	<u>Harassment and Bullying</u>	40
Section 8	<u>Hazing – Initiations</u>	40
Section 9	<u>Class Conduct</u>	40
Section 10	<u>Dismissal from Class or Activity</u>	41
Section 11	<u>School Detentions</u>	41
Section 12	<u>Substitute Teachers</u>	41
Section 13	<u>Inappropriate Public Display of Affection</u>	41
Section 14	<u>Dress Code</u>	41
Section 15	<u>Electronic Devices</u>	42
Section 16	<u>Computer Software Use, E-Mail and Internet Rules and Regulations</u>	44
Section 17	<u>Copyright and Fair Use Policy</u>	46
Section 18	<u>Risks of Social Networking</u>	46

Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

		Page
Section 1	<u>Activity Eligibility Requirements</u>	47
Section 2	<u>Warning for Participants & Parents</u>	47
Section 3	<u>Rules of Conduct</u>	48
Section 4	<u>Activity Regulations</u>	48
Section 5	<u>Disciplinary Action</u>	49
Section 6	<u>Steroid Offenses</u>	50
Section 6	<u>Due Process</u>	50
Section 7	<u>Physical Examinations</u>	51

Section 8	Team Selection and Playing Time	51
Section 9	Lettering Requirements	51
Section 10	Activities/Field Trip Transportation	52
Section 11	Pep Rallies	52
Section 12	School Activities	52

Article 10 - State and Federal Programs

		Page
Section 1	Notice of Nondiscrimination	52
Section 2	Designation of Coordinator(s)	53
Section 3	Anti-discrimination & Harassment Policy	53
Section 4	Complaint and Grievance	54
Section 5	Chain of Command	54
Section 6	Multicultural Policy	54
Section 7	Notification of Rights Under FERPA	54
Section 8	Notice Concerning Directory Information	55
Section 9	Notice Concerning Disclosure of Student Recruiting Information	56
Section 10	Notice Concerning Staff Qualifications	57
Section 11	Student Privacy Protection Policy	57
Section 12	Parental Involvement Policies	59
Section 13	Homeless Students Policy	62
Section 14	Breakfast and Lunch Programs	63

**Neligh-Oakdale Public Schools Student-Parent Handbook
2020-2021 School Year**

FOREWORD

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 Neligh-Oakdale 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 1 MEMBERS OF THE BOARD OF EDUCATION

Name
Ryan Koinzan, President
Cory Furstenau, Vice President
Ronald Gilg, Secretary
Kevin Hild
Kenny Reinke
Scott Svatos
Erin Whitesel, Treasurer

Section 2 ADMINISTRATIVE STAFF

Name	Position	School	Contact
Ron Beacom	Superintendent PK-2 Principal	N-O Public School	402-887-4166
Ben Dempsey	3-12 Principal	N-O Public School	402-887-4166

Section 3 TEACHING STAFF

Name	Department	Grades
Brett Arehart	Industrial Technology	7-12
Landon Bloedorn	Social Science/AD	7-12
Kensie Burnside	Ag Instructor/FFA	7-12
Gary Davis	Physical Education	K-12
Lori Ehrenberg	SPED Coordinator	K-12/7-9
Kristen Evans	Media Specialist	7-12
Jessica Eymann	Special Education	10-12
Lisa Hanson	Business Education	7-12
Dexter Hanzel	Math/Science	7-12
Lia Heckert	Science	7-12
Megan Jacob	Math	7-12
April Knust	School Counselor	7-12
Ethan Larsen	Social Science/Curr. Coordinator	7-12
Tammy Marshall	Spanish/English	7-12
Mary Pfanstiel	Art Education	K-12
Christy Knutson	School Nurse	PK-12
Kim Scarborough	Family and Consumer Science	7-12
Jamie Sehi	Vocal/Instrumental Music	K-12
Kim Waddington	English	7-12

Section 4 SUPPORT STAFF

Name	Building	Position
Laura Dewey	Neligh-Oakdale Public School	Paraprofessional
Jenny Kinnan	Neligh-Oakdale Public School	Supt./HS Office Assistant
David Shrader	Neligh-Oakdale Public School	Paraprofessional
Diane Westberg	Neligh-Oakdale Public School	Paraprofessional
Linda Wilkinson	Neligh-Oakdale Public School	Business Manager

Section 5 SCHOOL CALENDAR

Draft #1

NELIGH-OAKDALE PUBLIC SCHOOLS
2020-2021

I	S	AUGUST 2020							I	S
14	10	AUGUST 2020 8/10- 1st Day of Fall Sports Practice 8/12, 8/13, 8/14, 8/17 - Teacher Workdays/Meetings 8/18 1st Day of School 1:30 Dismissal								
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21	21	SEPTEMBER 2020 9/7 - NO SCHOOL - LABOR DAY 9/16 Teacher In-Service 1:30 9/22 PTC PK-6 9/24 PTC PK-12 - 1:00 Dismissal PK-12 9/25 PK-6 No School - 1:00 Dismissal 7-12								
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21	20	OCTOBER 2020 10/16 End of First Quarter (43) 10/22 Teacher Work Day 10/23 No School - Fall Break 11/12 Teacher In-Service 1:30 Dismissal 11/25 - 11/26 - 11/27 - NO SCHOOL								
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18	18	NOVEMBER 2020 12/14 Teacher In-Service 1:30 Dismissal End of 2nd Quarter/1st Semester 12/22 12/23 thru 1/01 - NO SCHOOL - CHRISTMAS BREAK 1/4 Teacher Workday 1/05 - First Day of Classes - 1:30 Dismissal 1/18 - Teacher Workday/Meetings								
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16	16	DECEMBER 2020 3/10- End of Third Quarter [45] 3/11 - NO SCHOOL - Teacher Workday/Meetings 3/12- NO SCHOOL - Spring Break 3/25 Teacher In-Service 1:30 Dismissal 4/02 - 4-05 No School 4/20 & 4/22- PTC PK-6 4/23 PK-6 No School 4/27 Teacher In-Service 1:30								
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90	85	MAY 2020 5/8 - Graduation 5/19- Last Day - 12:00 Dismissal [46/91] 5/20 & 5/21- Teacher Workday/Meetings								
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Article 1 – Mission and Goals

Section 1 SCHOOL MISSION STATEMENT

The mission of the Neligh-Oakdale School District is to provide an environment where all students will acquire the skill to become lifelong learners and productive citizens in a diverse, technologically changing global society. Upon graduation from Neligh-Oakdale Public School, the student will be able to:

1. Accept responsibility for his/her actions and exhibit self-control and self-discipline.
2. Nurture his/her own physical, mental, and emotional wellness.
3. Develop an awareness of and appreciation for our multi-cultural global society.
4. Acquire the knowledge for a practical application or progressive growth in technology.
5. Through a diverse curriculum, acquire and build upon a basic foundation, to continue formal education, to make successful transition into the world of work, and continue to learn throughout their lives.

Section 2 GOALS AND OBJECTIVES

The goals and objectives of the Neligh-Oakdale Public Schools are to provide:

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest in reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has

plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.

10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and insure accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

Section 3 MUTUAL RESPECT

The Neligh-Oakdale Public Schools expect every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

Section 4 ENTRANCE TO NELIGH-OAKDALE PUBLIC SCHOOLS

The Board of Education requires that each student submit the following information prior to the initial entrance of a school program:

1. Birth Certificate.
2. Written evidence of a health examination by a qualified physician and administered within six months prior to entrance. This includes all incoming seventh graders and all students transferring from out of state.
3. A record of immunization as determined by state law and the Nebraska Department of Health regulations.
4. Prior school records and grades, when applicable.
5. A copy of Court Order of Guardianship if child is not with legal parent.
6. Upon entering the N-O Schools, parents and students will be given forms and a Student Handbook. The forms will be returned to the school upon the requested date.
7. Parents and students will be provided information on school programs and activities, including resource, HAL, hot lunch, transportation, student fees, and extracurricular activities.

School Day

Section 1 DAILY SCHEDULE (MONDAY/TUESDAY/WEDNESDAY/THURSDAY)

Period 1	8:00 a.m.	-	8:50 a.m.	Period 5	11:50 a.m.	-	12:15 p.m.
Period 2	8:52 a.m.	-	9:42 a.m.		12:15 p.m.	-	12:40 p.m.
W.T.	9:44 a.m.	-	10:04 a.m.		12:40 p.m.	-	1:05 p.m.
Period 3	10:06 a.m.	-	10:56 a.m.	Period 6	1:07 p.m.	-	1:57 p.m.
Period 4	10:58 a.m.	-	11:48 a.m.	Period 7	1:59 p.m.	-	2:49 p.m.
				Period 8	2:51 p.m.	-	3:41 p.m.

Section 2 FRIDAY SCHEDULE

Period 1	8:00 a.m.	-	8:43 a.m.	Period 5	11:43 a.m.	-	12:09 p.m.
Period 2	8:45 a.m.	-	9:28 a.m.		12:09 p.m.	-	12:35 p.m.
Period 3	9:30 a.m.	-	10:13 a.m.		12:35 p.m.	-	1:01 p.m.
Period 4	10:15 a.m.	-	10:58 a.m.	Period 7	1:03 p.m.	-	1:46 p.m.
Period 6	11:00 a.m.	-	11:43 a.m.	Period 7	1:48 p.m.	-	2:31 p.m.

Section 3 1:30 EARLY OUT SCHEDULE

Period 1	8:00 a.m.	-	8:34 a.m.	Period 5	11:36 a.m.	-	12:01 p.m.
Period 2	8:36 a.m.	-	9:10 a.m.		12:03 p.m.	-	12:28 p.m.
Period 6	9:12 a.m.	-	9:46 a.m.		12:30 p.m.	-	12:55 p.m.
Period 3	9:48 a.m.	-	10:22 a.m.	Period 8	12:57 p.m.	-	1:30 p.m.
Period 4	10:24 a.m.	-	10:58 a.m.				
Period 7	11:00 a.m.	-	11:34 a.m.				

Section 4 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. The school also uses **The District's All-Call System** to notify parents and staff electronically by text, email, or phone call. Parents and staff have already been entered into the system. If you want to change your settings, please call Jenny Kinnan @ 402-887-4166

Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities).

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given to parents. If school is closed during the day, the notice will be broadcast by the media and the Districts All-Call system. **Parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions. The school has a signal which, when activated, includes the necessity to either 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 Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Section 5 CLOSED CAMPUS

All students are required to remain on campus during the school day.

Section 6 SUPERVISION RESPONSIBILITY BEFORE/AFTER SCHOOL

Arrival at School/Dismissal From School

The regular school day begins at **8:00 a.m.** and ends at **3:41 p.m. Monday-Thursday.** The school day for Friday will begin at **8:00 a.m.** and ends at **2:31 p.m.** Students are not to enter the building without faculty permission before **7:45 a.m.** or remain after **4:00 p.m.** unless they have permission to work under the supervision of a teacher and go directly to the teacher's room and work. **Doors will be opened for school breakfast at 7:30 a.m. Prior to that time, the school is not responsible for supervision of the students.** 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.**

The calendar has some “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.

Section 7 OFFICE HOURS

The offices of Neligh-Oakdale Junior/Senior High School will be open from 7:30 a.m. – 4:00 p.m. during every day that school is in session. The offices will be closed on holidays, scheduled breaks, and any time the school is closed for weather-related reasons. The secondary office may be reached by telephone at 887-4166.

Section 8 SIGNING A CHILD IN AND OUT OF SCHOOL

Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The sheet for signing a child in and/or out of school is located in the Principal’s Office. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent on the emergency contacts. Students are required to sign in and out in the principal’s office when they arrive or they leave.

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.

Section 9 EMERGENCY CLOSING PROCEDURES

When inclement weather causes school to be delayed, released early, or closed, such information will be broadcast by KNEN, KEXL, WJAG radio stations, and KOLN television, as well as the districts rapid communication system, Alert Solutions.

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

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

Article 3 - Use of Building and Grounds

Section 1 VISITORS

Adult visitors are always welcome in the secondary classrooms; however, previous arrangements should be made with the principal. They should check in at the office upon arrival, and if they plan on eating from the school lunch program, a meal should be ordered and paid for at that time. Student visitors also need to make arrangements with the principal, as various limitations apply, such as: length of stay, days allowed, and access to the classrooms.

Section 2 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.

It shall be the N-O Public School Board's policy that in order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students, smoking shall be prohibited in the N-O Public Schools buildings. Private, enclosed offices are not exempt from this policy. There shall be no designated smoking areas within any of the N-O Public Schools buildings, for employees, students, visitors to the schools, and/or the general public. Smoking shall also be prohibited in the stands and bleachers at the football field and near the entry of school buildings. This policy shall apply all times whether school is in session or not. **This includes the E-Cigarettes.**

Section 3 CARE OF SCHOOL PROPERTY

School pride and appreciation for the invested money of the taxpayers demand the effort of every pupil for the careful preservation of the building and the school property. This is your school. Make it a point to take good care of it. Do not permit others to deface your property. In order to effectively discourage lack of respect and improper use of school property, a record is made at the beginning of the year of all property assigned to each pupil—his textbooks, desks, band and athletic equipment, and so forth. Any property which shows excessive wear or abuse will be prorated and damages must be paid before school records will be cleared. Anyone involved in negligent behavior or vandalism that causes damage to school property will be subject to disciplinary action, including the cost of replacing or repair of the damage, and may be reported to law enforcement.

Section 4 LOCKERS

You will receive a locker assignment on the first day of school. You are not to change lockers unless approval is granted through the office. Lockers are the property of the school district and as such are subject to inspection by school personnel at any time. Your locker should be kept clean and presentable at all times. There should be no writing, stickers, or objectionable material put on the lockers. Padlocks for student use are available from the office or purchase their own and notify the office. If you bring your own lock, the combination must be turned into the office.

Section 5 SEARCHES OF LOCKERS/AUTOMOBILES AND OTHER TYPES OF SEARCHES

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over this school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in their lockers issued to them by the school and should not share them with other students. Students and their personal effects are subject to being searched by the principal or his or her designee if there is reasonable cause to believe that the student is in possession of contraband. This includes all student pockets, purses, backpacks, and other kinds of carrying devices. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Lockers should be kept clean. Students are encouraged not to keep money or other valuables in their locker. If necessary, valuables may be taken to the Superintendent's office. The school is not responsible for lost, stolen, or damaged personal items. Personal effects, such as back packs, books, clothing, and athletic bags should be stored in student lockers and/or shelving provided in the locker rooms. Disciplinary action will result for failing to store personal affects in the designated areas.

Student automobiles are subject to search by the principal or the principal's designee if the principal or principal's designee has reasonable cause to believe that contraband is in or on the automobile.

School personnel are authorized to conduct reasonable searches of students and their property as well as property of the district in order to enforce compliance with statutes, policies and rules. A search may be conducted when personnel determines there is a reason to believe it could disclose evidence of the violation of a statute, policy or rule. Personnel are also authorized to conduct area-wide searches, for example, searches of all student lockers, on the same basis and for reasons that include, but are not limited to, safety, health and discovery of the violation of a statute, policy or rule.

Section 6 VIDEO SURVEILLANCE

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

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

Section 7 USE OF TELEPHONE

The school telephone is for official business, but may be used by students with permission. Students are not allowed to use the telephones in the classrooms at any time.

Section 8 BICYCLES

Bicycles should be parked in or in close proximity to a bicycle rack on school grounds.

Section 9 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 10 LOST AND FOUND

Lost items should be reported to the Superintendent's office. All articles found should be taken to the Superintendent's office. The office will seek to return each article found to its rightful owner. Any articles unclaimed will be disposed of in a manner determined by the principal throughout the school year. It is not permissible to leave bags, books, articles of clothing in the gym or hallways for extended periods of time. Failure to properly store your belongings will result in disciplinary action.

Section 11 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 Principal.

Section 12 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 13 INSURANCE

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

Section 14 BULLETINS AND ANNOUNCEMENTS

Announcements are made daily and are available on the website, as well as posted throughout the school. Generally, these announcements will be read aloud by the third period class teacher. On certain occasions, this may not be possible. It is the student's responsibility to keep informed; therefore, all students should locate and read the daily bulletin. Also, the daily announcements will be posted on the school web-site for parents to access.

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed.

Posters to be used in the halls or materials for distribution will need to be approved by the administration.

Failure to do so will result in the removal of the posting and may include disciplinary consequences. 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 posters is responsible to see that all posters are removed within 48 hours after the event.

Section 15 FUNDRAISING ACTIVITIES

All fund-raising activities participated in by students for school purposes shall first have the approval of the administration. Students may not be solicited to contribute to a non-school fund-raising campaign and therefore will not be allowed to engage in this during the day.

Section 16 SCHEDULING OF EVENTS

All events must be cleared through the administration. This should be handled as far in advance as possible. No events shall be scheduled on Wednesday evenings or Sundays (exception: state sponsored activities or special occasions). **Please contact Mrs. Kinnan in the front office for availability.**

Section 17 FIRE DRILLS

Fire drills are held throughout the year without advance notice. The sounding of an electric buzzer is the signal to vacate the building for practice or because of a fire. In the event of failure of the electric buzzer, a hand bell or other signal which cannot be mistaken will be used. Pupils are to pass from their respective rooms, walking rapidly but not running and in single file. Escape routes are posted in the classrooms.

Section 18 TORNADO DRILLS

Tornado drills will be held during the fall and spring of the year without advance notice. Instructions to vacate the classroom and move to the shelter areas will be announced over the intercom. Students are to pass from their respective rooms, walking rapidly but not running. Escape routes are posted in the classrooms.

Section 19 LUNCH PERIOD AND BREAKFAST/LUNCH PROGRAM

Neligh-Oakdale participates in the National School Lunch, Breakfast, and Snack Program. Students have the opportunity to apply for free or reduced lunches. The application form is given to each student and is to be completed by the parents or guardians. Income guidelines are established by the federal government and used to determine eligibility. All parents/guardians are encouraged to apply for the free or reduced lunches.

The District provides the United States Department of Agriculture's required nondiscrimination statement:

- In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status.
- To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov. USDA is an equal opportunity provider and employer.
- The cost associated with meals are available in each office and subject to change each year. Free and reduced meals are available. Applications are available in each school office.

The school will continue to enforce the no more than 5 charge rule. Students are told a week ahead of time that their account is getting low. After your child charges 5 lunches, he/she will be cut off until money is deposited into the account. Students will be given a sandwich for lunch.

Students are required to remain in the lunch room for their entire lunch period. No food or drink is to be ordered or brought in and consumed during lunch except sack lunches from home which should be kept in their locker until their lunch period. The school will continue to offer the students an Ala-carte on a cash only basis. This is a privilege that may be taken away at any time.

Section 20 CELL PHONE/SMART WATCH POLICY

Cell Phone/Smart Watch Policy 2020/2021

1. Cell Phones must be stored in a student's athletic/PE locker or school locker and must be turned off. Students may not use their cell phones during the school day (8:00-3:41/2:31) unless they have permission from Mr. Beacom or Mr. Dempsey. In case of an emergency a student will be allowed to use their phone in the office. Cell phones do not belong in the classroom. It is a distraction for students, and it negatively affects the learning environment.

Any student caught using or in possession of a cell phone during the school day will receive a detention and their parent has to pick up their child's phone at the end of the day. A second violation will result in phone taken away, In-School Suspension, and parent has to pick up phone at the end of the day. A third offense would result in phone being taken, a 2 day in-school suspension or 1 day out of school suspension, and parent has to pick up phone at the end of the day.

2. Smart Watch: These will not be worn by students during school hours. If it's used to monitor a health condition, they will need to obtain proper paperwork documenting the specific health condition and the need for the watch. This paperwork will need to be presented to the HS Principal prior to the student being allowed to wear the smart watch.

Section 21 NUISANCE ITEMS

The use of radios, Walkman's, iPods, tape recorders, CD players, mp3 players, electronic games, pagers, tablets (Kindle, iPad, etc...), sun glasses, skateboards, skates, scooters, or other similar objects that may disrupt the normal school day are not allowed for personal student use during the normal school day. **Headphones or ear buds are only to be used if a teacher allows it in their classroom. These will be taken away if seen in the hallway whether they are being used or not.** Use of these items in school will result in disciplinary action.

Section 22 DRIVING AND PARKING

Closed campus: Students in grades K through 12 are subject to the rules of a closed campus. Regulations for the closed campus are to be developed by the administration.

Campus Restrictions: The Neligh-Oakdale School maintains a closed campus where all students are required to remain on campus at all times. All vehicles, the elementary playground, the football field, and the parking areas are off limits.

****Failure to obey traffic laws or driving dangerously in close proximity of the school will be reported to the police.**

Section 23 DATING VIOLENCE

Neligh-Oakdale Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated. For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority. Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy. Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information. Legal Reference: Neb. Rev. Stat. §§ 79-2,139 to 79-2,142

Section 24 LEAVING SCHOOL DURING SESSION

No student is to leave school during the day without permission from the office and contact with parents, either by phone or in advance through written permission except in emergencies, and then only by securing permission from a teacher who must report it to the office immediately. If this is not done, the student will be considered absent without permission all or part of the day. Students are required to sign out in the principal's office before they leave. Failure to do so will be considered an unexcused absence and may result in disciplinary consequences and/or no credit for the assignments missed.

Section 25 JH STUDY HALL AND WARRIOR TIME

JH and Warrior Time study halls are expected to be QUIET rooms for students to get required work done. Seats will be assigned by the teachers who have been requested to keep the study halls quiet. Study Hall expectations:

- Students MUST come to study hall with something to do, such as: homework, a book to read, art work (for a class), etc.; have enough work to last the entire period. If you do not, the study hall monitor may provide you with something to do.
- Everyone is to be seated and quiet by the time the bell rings.
- No passes for restroom or lockers unless it is an emergency. Library passes are to be dated and time recorded. Passes are required from a teacher if you wish to visit the teacher during the period. Students will not be allowed to get a pass from the teacher during the class.
- No sleeping
- Students do not have permission to speak during class, unless given specific permission to work with another student on homework.
- Students must leave others alone, to allow everyone to get work done in an undisturbed, quiet atmosphere. Violation of this or any other rule may result in detention time served at the discretion of the teacher.
- Students diverging from a direct path to their destination (and back) as noted on their pass will face a detention as well.
- Students choosing to violate these rules and regulations are subject to disciplinary action.
- Students are not allowed to check out of study hall the first five minutes of the period and they will return to study hall before the last five minutes of the period.

Study halls are a part of the total education program at N-O High School. They should not be viewed as free time. If time is well spent in study hall, it can improve grades and reduce the after school work load.

Section 26 TRANSPORTATION

School buses arrive at school at approximately **7:30 a.m.**, and leave immediately after school dismissal—approximately **3:41 p.m.** A regular bus rider who, for any reason, will not ride the bus to or from school on any particular day, should get word to the driver directly or by way of another pupil (please call early and prior notification is greatly appreciated). Your cooperation on this will eliminate much uncertainty and loss of time. Periodically, students will be required to participate in bus evacuation drills. All rules and expectations for N-O Public School students, as outlined in the Student Handbook and required by the driver, must be followed. Students who fail to follow transportation rules may be subject to a suspension or long-term loss of their privilege to ride the school provided transportation.

In cases of severe misbehavior, the following sequence will include but not be limited to:

- First notification will be a warning.
- Second notification will result in a three-day suspension from riding.
- Third notification will result in suspension from riding for the remaining portion of the semester.
- Fourth notification will result in suspension from riding for the remainder of the year.

Students may also be provided transportation on field trips and when participating in school activities. The same rules apply.

Section 27 POLICE CONFERENCES

Whenever the police, juvenile, or other legal authorities of the law enforcement agents seek conferences with students, the parents of the students shall be notified immediately by their building principal or his/her designee. If the parents cannot be contacted, the principal or his/her designee will be present during the conference to ensure that the student is aware of his/her rights.

Section 28 LIBRARY/MEDIA CENTER

Library materials may be checked out to students anytime during the school day. When library materials are overdue, a reminder will be issued. If the overdue material is not returned the next day, privileges will be suspended until the material is returned or paid for. During this time the student may not use the library in any way. The student will have to pay for lost or damaged material. Hard cover books will be \$20.00, paperbacks will be \$10.00, and magazines will be \$3.00.

Section 30 FOOD, BEVERAGES, AND GUM

Food and Beverages will be allowed at each individual teacher's discretion. Teachers may allow or deny food and beverages in their classrooms. This is a privilege that may be taken away at any time. Soda pop and other beverages of minimal nutritional value will not be available to the student body or allowed in the building during the school day except for pre-scheduled events cleared through the principal's office. Healthy beverages can be purchased in the lobby vending machines that meet the policy on school wellness. There should not be any drinks in the hallways or around computers. Gum is allowed until it becomes a problem (being left under desks, on floors, or stuck to places it shouldn't be).

Section 31 SCHOOL WELLNESS

The Neligh-Oakdale School District is committed to providing a school environment that enhances learning and the development of lifelong wellness. The district has set goals for nutrition education, physical activity, and other school-based activities designed to promote student wellness. As part of the Child Nutrition and WIC Reauthorization Act, set by Congress, certain low nutritional foods and beverages such as candy bars and soda pop will not be available to the student body during school hours. The complete policy may be viewed in the Office of the Superintendent.

Article 4 – Attendance

Section 1 ATTENDANCE POLICY

A. Philosophy

Absenteeism is a constant interruption of the learning process. The more absences a student accumulates, the less he or she can be expected to adequately participate in and understand classroom activities. These absences are very disruptive to the educational process, not only for the absent student who falls behind in their assigned work, but also for other students whose progress may be slowed by those that fall behind, and for teachers whose effectiveness may be hampered by trying to assist students who are behind and who need special attention. Students are expected to attend classes on a regular basis and be on time to gain maximum benefit from their instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Daily attendance is important for the following reasons: daily discussions contribute a significant amount of the information and background essential to any course which cannot be made up if missed, and a regular attendance pattern will develop a degree of responsibility on the part of the student that will continue throughout life. Thus, regular attendance promotes both academic development and growth as a dependable individual.

Nebraska State law, section 79-201 requires that all pupils be in school during all days and hours that school is in session. The Board of Education, Administrators, and Teachers believe that students should attend school on all days the school is open for instruction and attend school for all hours of the instructional day. They also believe the responsibility for attendance lies mainly with the parents and students. Parents are asked to cooperate with the school to reduce the number of absences to a minimum.

LB 463 is an update to the state statute regarding truancy in Nebraska's K-12 schools. This allows administration to have greater flexibility in cases involving documented illnesses.

State law requires school districts to report to the county attorney when a child is absent more than 20 days during a school year. N-O Public Schools has the discretion to determine how to respond when a child is absent more than five days in a quarter.

Section 2 PARENTAL OR GUARDIAN VERIFICATION

Parents or guardians are asked to call in their son or daughter's absence to the school office (887-4166) before 9:00 a.m. on each day of absence. The school will attempt to contact parents at home or work if no call is received and a child is absent. Should no such contact be established on the day of the absence the student must bring a parental or guardian note upon his or her return to school.

Section 3 EXCUSED ABSENCES

An excused absence can be due either to an emergency, planned or school activity. Excused absences, although approved, will still count toward the number of absences provision for loss of credit. Absences due to approved participation in school activities will not count toward number of absences accrued by the student.

Students will earn full credits for any class only by being in regular attendance during all hours of the instructional day. Regular attendance shall be defined as being absent from any class 10 or fewer days per semester. These days should be thought of as days to be used for illness, family emergencies and medical appointments, holidays, family trips, 4-H and church or community activities. Proper verification from a parent or guardian on these days is required for the absence to be excused.

An important point for parents and guardians is proper verification of your son or daughter's absence. Proper verification is defined as prior notification to the school office or otherwise stated in the first paragraph of Section B. For verification purposes the school cannot accept a student call or excuse regarding absence. Any absence not verified by a parent or guardian within two days of the absence will be considered unexcused and subject to disciplinary action. At a minimum, the student will receive a grade of "0" (zero) for all work missed and it may result in loss of credit. Other sanctions may be imposed by the classroom teachers and/or the principal. Students who are absent will have the number of days missed plus one in which to complete make-up work (i.e. a student who is absent one day will have two days to complete such work, a student absent two days will have three days to complete such work, etc.). In cases of chronic illness or extended/frequent absences from one or more classes or patterns of absences from one or more classes or patterns of absences on test days or students otherwise suspected of violating the intent of this attendance policy, the Faculty Attendance Committee may require written verification of the illness by a physician/medical practitioner, to assure compliance with this attendance policy, and shall counsel with the student and his or her parents or guardian and explain the necessity for the medical excuse.

When possible, as with medical appointments, holidays, and family trips, in advance the student must provide proper parental or guardian verification to inform the office of the upcoming medical appointment, holiday, or family trip. Students should obtain a make-up slip from the office, complete and hand in assignments to be missed to the satisfaction of the classroom teacher(s), prior to the medical appointment, holiday, or family trip.

A. OTHER EXCUSED ABSENCES

1. School Activities

Students acting as participants on an extra-curricular team or organization under the direction of a school appointed coach/sponsor will not be considered absent when such participation requires them to miss part or all of the instructional school day. Teachers reserve the right to withhold students from such activities, due to incomplete classroom work or failing grades. In the event of a state sanctioned activity, the administration may expand the requirement to include participants and additional students.

2. **College Visitations**

Students who have met the standards established for membership in the senior class will be allowed three (3) days per school year for the purpose of visiting colleges or universities without those days being considered absences provided that such visitations have been arranged in advance through the guidance counselor's office. Juniors may be allowed two (2) days to visit a post-secondary institute. Students must provide proper parental verification to the office or school counselor to obtain an excused absence.

Section 4 UNEXCUSED ABSENCES

Unexcused absences are any absences that were not due to illness, death in the family, unforeseen emergency, school activity or was planned and not approved in advance. Absences without verification from a parent or guardian, as described in section "C", are also unexcused. The student will receive no credit for the assignments missed due to an unexcused absence.

An absence is unexcused if:

1. The parent or guardian has not called to verify the absence or the student has not presented written notification from the parent.
2. A student leaves the building for any reason without checking out in the principal's office by signing the "sign-out" sheet. Students are also required to sign in if they return before the end of the day.
3. A student attends a **sporting event** as a spectator and not a participant is considered unexcused unless the student participated during the season and wishes to attend a state tournament or meet, and students who attend a state tournament or meet with a parent. Students should obtain a make-up slip in advance from the principal's office before the absence. Students who accumulate five (5) absences in a quarter shall be deemed to have "excessive absences," for purposes of the need to provide truancy remediation services. Such absences shall be determined on a per day basis or the hourly equivalent. When a student has excessive absences, procedures shall be implemented to correct the truancy problem as required by law. Students who accumulate twenty (20) unexcused absences per year shall be deemed to be habitually truant. If a student continues to be or becomes habitually truant, the principal shall notify the county attorney as required by law.

Section 5 OTHER ABSENCES

1. **Tardiness**

Tardiness is not acceptable and time missed from class will be made up after school through regular detentions. Teachers are encouraged to handle tardiness through regular detentions for periods 2-8. **Students who are tardy for the first period of the day must obtain a "tardy" pass from the office before reporting to class.** Students will be assigned to a 30 minute after school regular detention for every tardy over three. If they skip the detention, time will be doubled and they will stay on two consecutive nights. If they skip again, they will serve a one day in-school suspension. Students who ride the bus will be given 24-hour notice to plan to be picked up after detention. Teachers who wish to put students in detention for excessive tardiness during periods 2-8 may do so. Detention tardiness will be listed in the daily announcements and teachers will rotate supervision.

2. **Partial Absences**

For attendance purposes each class period (50 minutes in length) is divided into two halves. Students missing less than 26 minutes of the period will be recorded as tardy. Students missing more than 25 minutes of the period will be recorded as 1.0 absence in the daily record. Students who need to leave the building during the school day must have proper verification from their parent or guardian. Students must report to the office to sign out. Students leaving the building without signing out will be considered truant.

Section 6 TRUANCY

Upon completion of fact gathering regarding a student absence, the principal determines the student to be truant; the student will be subject to the following consequences: The student will receive no credit for the assignments missed due to the truancy. The student will make up the time missed from school at a rate "double" time missed as a result of the truancy. An in school suspension may be assigned to the student as a method to make up the time missed. See Level III of the Discipline Process.

Section 7 ATTENDANCE INCENTIVE

In an attempt to improve attendance, the Neligh-Oakdale School will offer an incentive program. Students who are absent 3 days or less during a semester will be excused from attending school on a day to be determined at the end of each semester. Also, any student who has perfect attendance during any quarter will have their name placed in a drawing for a 100-dollar bill to be drawn at the end of the school year. All absences count towards the 3-day total.

Section 8 MAKE-UP WORK FOR IN SCHOOL AND OUT OF SCHOOL SUSPENSIONS

Students absent during the period of suspension are required to make up all work satisfactorily and may receive credit for the make-up work. Exams are an exception to this rule and will be graded accordingly. Upon returning to school after a suspension, all homework during the term of suspension will be due. Homework assignments are to be obtained from the student's teachers after school.

Section 9 REQUIREMENTS FOR EXTRA-CURRICULAR PARTICIPATION

Students are required to be in attendance in school at least **(periods 5, 6, 7 and 8)** preceding any scheduled activity in which they are to participate. This requirement may be waived by the principal if the absence is unavoidable. However, it is the responsibility of the student to check with the principal in advance for prior approval.

Section 10 RETURN TO SCHOOL AFTER AN ABSENCE

Students returning to school after an absence must check in with the office prior to being admitted to any class. Students should go to the office for their admit slip prior to 7:55 when at all possible. This will enable the student to return to their first period class on time. No make-up assignments will be given unless a classroom teacher first is presented with an admit slip. This classification is based upon parental or guardian verification, as stated above in Section B. Such classification will determine teacher response to requests for make-up work (i.e. unexcused absences will be recorded by the teacher as a "0" zero). Failure to follow the prescribed procedure above may result in disciplinary action.

It is possible that a student may return to school without a prior parental or guardian verification and be admitted in school with an unexcused absence. This unexcused absence will be recorded on the student's admit slip. If the parent or guardian would then provide proper verification to the office, a call or signed note within one (1) day, the absence would then be changed to excused on the office copy of the admit slip and the classroom teacher(s) would be notified of the change. Students will be given the number of days missed plus two in which to complete the make-up work.

Failure to complete work on time will be recorded as a "zero" or no credit by the classroom teacher. In the event of extenuating circumstances, students may request the principal to extend the time to complete their assignments. The request must be made prior to the conclusion of the original timeline. It shall be the responsibility of the student to contact each teacher for instructions concerning all work to be made up.

Section 11 ATTENDANCE NOTIFICATION

A notification process has been established to communicate absence status of a student to a parent or guardian. This process consists of written communication from the school in which the parent or guardian is notified when a student is absent 5, 8, and 10 times for a semester class. When a student is absent ten (10) times from a semester class, excused or unexcused, a letter will be sent by certified mail to the parent or guardian as a reminder of the absence status. A student will be considered as not receiving credit in any class where eleven (11) absences have occurred.

Upon notification of a student's tenth (10th) absence, the student's attendance file is reviewed by the Attendance Committee. The Attendance committee is made up of the principal and school counselor. The superintendent of schools may be invited to be on the committee by the student, parents or principal. This committee will collect and consider information regarding student absences from proper and timely verification submitted to the office by the parent or guardian and the classroom teacher(s) of the student. The committee reserves the right to request further information from the parent or guardian regarding the student absences and proper verification. The Attendance committee may waive the appeal, and extend the number of allowable absences in cases where verified illness or injury or other extenuating circumstances accounting for the absences.

The Attendance committee will review all absences and consider each student as an individual. The committee may allow a waiver (granting credit for the class) from the strict application of this policy upon a showing of good cause. The Attendance Committee may consider (but not be limited to) the following points of consideration:

1. Whether the absence has been properly verified by a parent or guardian as stated in Section B.
2. Student make-up work completed on or before the due date of the make-up report and the report signed by the classroom teacher(s) and returned to the office by due date.
3. Whether the reasons for the absence appear to be in the interest of the student or school.
4. Is the absence contrary to the spirit of this attendance policy?
5. Has the student been disruptive, undisciplined, and failed to comply with school rules and regulations?
6. Other factors deemed appropriate by the Attendance Committee.

If the action of the Attendance committee is not satisfactory, a further appeal may be made to the Board of Education. The aggrieved party will have five (5) working days from the decision of the Appeal committee to appeal to the Board of Education.

Section 12 OPTION STUDENT

Option student means a student that has chosen to attend a public school district other than his or her resident school district. An option student must submit his/her application prior to March 15. This application must be sent or delivered to the Option School District. If after March 15, the application must be accompanied by a written release from the Resident School District. (Dates are subject to change by Legislature)

The Neligh-Oakdale School District reserves the right to limit students requesting to option into the school district. Each student will be considered for acceptance on the following criteria:

1. Each program must have the appropriate number of student stations.
2. No school building will be filled beyond capacity because of option students.
3. There must be an appropriate special education program for those disabled students who desire to option into the district.
4. These standards do not include previous academic achievement, athletic or other extracurricular ability, handicapping conditions, proficiency in the English language, or previous disciplinary proceedings.

If a student is rejected, the reason for the rejection will be stated in the notice to the parents. Parents can appeal the rejection to the State Board of Education

Article 5 - Scholastic Achievement

STATEMENT OF THE PHILOSOPHY OR MISSION OF THE DISTRICT MULTICULTURAL EDUCATION PROGRAM

It is the philosophy of the district as well as the mission of the district to provide learning experiences for students to obtain knowledge about and respect for the diversity and commonalities of the cultures, histories, and contributions of African Americans, Hispanic Americans, Native Americans, and Asian Americans and to adequately stress the contributions of all ethnic groups.

Section 1 GRADING SYSTEM

The following grading scale is used by Neligh-Oakdale High School:

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

Any grade below 70 percent is a failing grade and will earn no credit. Grades for classes will be recorded numerically. **All assignments are due by the assigned due date.** Students will only be allowed to turn in late work the following school day from the assigned due date with a 20% deduction as a penalty. No late work will be accepted after the second day and a zero will be recorded for that assignment.

Section 2 REPORT CARDS

Credit is only given for course work successfully completed at the end of the first and second semesters. Student grades will run the full length of each semester and will not be divided into quarters. The only exception to this procedure will be for 7-8 exploratory classes that only meet for a 9-week period and then rotate. A report of student progress will be given at the end of each quarter.

Section 3 HIGH SCHOOL YEARLY COURSE REQUIREMENTS

High school students in all grade levels are required to register in the following courses: Math, Social Studies, Science, Health and Physical Education (9th grade), and Language-Arts Core.

High school students are required to register in the following courses:

9th Grade	Speech/Info Tech, Math, Physical Science, Geography, P.E./Health, English 9
10th Grade	English 10, Math, Biology, Info Tech II/Careers
11th Grade	11 th English, Math, Science, American History, Personal Finance/Economics
12th Grade	English 12, American Government

All students are required to successfully complete two (2) semesters of a physical education class. Students will be required to register for a minimum of **eight** classes during the eight-period day

Section 4 GRADE CLASSIFICATION

Students in grades seventh and eighth must pass 5 out of 8 semesters of core material (Math, Science, English, & Social Studies) to be advanced to the next grade level. Also, all seventh and eighth grade students must adhere to the attendance policy. If a student loses credit because of their attendance they will be retained in that grade for another year. All students retained will only retake a grade level once. A limit of two years in the seventh and two years in the eighth grade for a maximum of four years will be spent in junior high.

Students in grades 9-12 are expected to earn a certain number of credits before they will advance in classification to the next level. If the minimum credits are not earned, the student will remain in the lower grade level.

Freshman (9 th grade)	- students with 0 - 59 earned credits
Sophomore (10 th grade)	- students with 60 - 119 earned credits
Junior (11 th grade)	- students with 120 - 179 earned credits
Senior (12 th grade)	- students with 180 or more earned credits

Section 5 GRADUATION REQUIREMENTS

To graduate from Neligh-Oakdale High School, a student must earn 240 hours of credit. The following courses must be included in these credits:

English	40 credits
Mathematics	30 credits
Science	30 credits (Physical Science & Biology are required)
PE/Health	10 credits
Business	5 credits (Personal Finance is required)
Social Studies	30 credits (10 credits American History, 10 credits World Geography, 5 credits American Government, & 5 credits Economics is required)
Info Technology	10 credits
Careers	5 credits

1. Senior students will not be able to go through the graduation ceremony unless they have met the graduation requirements for course work and attendance as set by the Neligh-Oakdale Board of Education. Students and parents will be notified of their status through written correspondence, telephone calls, and down slips throughout the school year. Students will not receive a diploma if they have not met the credit hour requirements.
2. Senior students with a verified handicap will be able to participate in the graduation ceremony and receive a diploma upon successful completion of a prescribed course of study as set forth in each student's individual education program (IEP).
3. Students not meeting graduation requirements due to other circumstances may be entitled to receive certificates of attendance or a diploma and participate in the graduation ceremony depending on the situation. (i.e. illness or accident). Each situation will be dealt with on an individual basis.

Section 6 QUALIFICATIONS FOR VALEDICTORIAN/SALUTATORIAN

In order to qualify to represent Neligh-Oakdale Public Schools as the valedictorian or salutatorian of the exiting class each year you must have completed 8 full semesters of high school, the last four must have been at Neligh-Oakdale Public.

If you move into the Neligh-Oakdale School District your junior or senior year, your grade point average will not be compromised. For example, if your grade point average places you 2nd in your graduating class, you will be second for class rank purposes but not eligible for the salutatorian award.

Students entering Neligh-Oakdale Public from another district that uses letter grades will be converted to a percentile using the following method: Letter grades will be converted at the highest point level, i.e. a letter grade of C+ would convert to an 84%, an A- would convert to a 94%, an F would convert to a 69%, etc.

Students who elect to take dual credit classes during high school would gain the appropriate credit hours toward graduation providing they were passing, but the grade earned for these classes would not count toward their high school grade point average. Reason being, a 92% at a particular college might be an "A", but on our scale would be a "B+".

If a student elects to attend school in another country for a semester or a complete school year, they would forfeit their opportunity to compete for valedictorian/salutatorian.

Section 7 JUNIOR HIGH PROMOTION AND RETENTION

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.

Section 8 CHANGE OF SCHEDULE

High school students desiring to change their class schedule after registration must do so by the designated date of each semester. After these dates, no changes will be allowed except by special permission of the principal and school counselor. In order to change any class, the student must present a written request signed by the parent or guardian indicating approval of such change. Upon presentation of the request and approval of the counselor, the student will be issued an official form to be signed by all teachers involved in the change.

Section 9 CLASS RANK AND GPA

The primary purpose of ranking students in class is to provide information to colleges for their use in determining eligibility for admission and counseling. Grade point average will be figured for each student each semester and all classes taken and receiving percentage grades will be used in the computation. Class rank will be determined according to the cumulative GPA while attending N-O High School. Class rank for transfer students will be figured once the student has completed 4 semesters of classes taken at N-O High School.

Section 10 HONOR ROLL

To receive this academic status, the following criteria must be met:

- "All - A" Honor Roll – receive grades of 93% and above in all academic classes and an A in any nonacademic classes
- Honor Roll – receive no grade lower than 85% in all academic classes and an A or B in any nonacademic classes.

Section 11 MID TERM GRADUATION

Students who meet the graduation requirements for Neligh-Oakdale High School by the end of the first semester of their senior year may graduate at mid-term. The following guidelines must be met: 1) Parents must give written permission for the student to graduate at mid-term; 2) Application for mid-term graduation must be made to the administration before the November meeting of the Board of Education; 3) The diploma will be awarded at the time of the regular class commencement; and 4) Students who graduate at mid-term will be allowed to take part in graduation exercises, prom, and recognition banquets but no other school activities.

Section 12 DOWN LIST

A weekly eligibility report is sent to teachers, coaches, and sponsors to inform them of eligibility for extracurricular activities. Students who are ineligible for extracurricular activities (**not passing 2 or more classes**) on a weekly basis will have a letter mailed to their parents. **They will remain on the list from the Sunday through Saturday. If their grades have been raised to passing, they regain their eligibility on the following Monday morning.** Any student on the down list, failing the course, will not receive credit for the course at the semester unless the grade is raised to a passing level. It is emphasized that it is the responsibility of the student upon notification to go to the teacher and determine how he or she can best improve their grade.

Section 13 CLASS LOAD

Students will be required to register for a minimum of **eight** classes during the eight-period day.

Section 14 WORK/SCHOOL RELEASE PROGRAM

Students who meet the graduation requirements for Neligh-Oakdale High School by the end of the first semester of their senior year with the exception of English may participate in a work/school release program. Students may work or attend a post-secondary education institution either the first or second half of the day. The release program is an extension of the activities program and all such rules apply including eligibility.

The following guidelines must be met:

1. Students have met the requirements for graduation;
2. Have a job with a signed statement from their employer which may NOT be their parent or close family;
3. Students are expected to attend their classes every day and be on time every day;
4. Students must remain passing in their four classes, failing one class would render the student ineligible;
5. On occasion, the school will phone the employer to check on the student's progress;
6. Change of employment will be reported immediately to the administration;
7. Failing grades, poor attendance, discipline referrals, violation of the student code of conduct policy pertaining to tobacco, alcohol, and drugs can cause work release to be revoked;
8. The student, student's parent/guardian, and employer must sign a contract with the school.

Section 15 STUDENT PLANNERS

In an effort to assist students in organizing their daily tasks and their school year, each student will be presented with a student planner at the beginning of the school year. Students are required to carry their planner. Students who lose their planner are required to purchase a new planner from the school office.

Section 16 TEACHER AIDES

Junior and senior aged students will be allowed one period to be a teacher's aide to fill their schedule. Teacher's aides are not allowed to drive or run outside of school errands.

Article 6 - Support Services

Section 1 SPECIAL EDUCATION SERVICES

Special Education Identification

All children with disabilities, including children with disabilities attending nonpublic schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are eligible for these services. The school districts website has ChildFind for anyone who feels their child may need special education services. ChildFind helps parents access information regarding rights and resources to help them advocate for an appropriate education for their child.

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.

SAT Coordinators

K-2 Beth Funk	bfunk@nowarriors.org
3-6 Tracey Richart	trichart@nowarriors.org
7-12 April Knust	aknust@nowarriors.org

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

Special Education Placement

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>

Section 2 STUDENTS WITH DISABILITIES: SECTION 504 OF THE REHABILITATION ACT OF 1973

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
4. Have the school district advise you of your rights under federal law.
5. Receive notice with respect to identification, evaluation or placement of your child.
6. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
7. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
8. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
9. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
10. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
11. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
12. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.

13. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
14. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
15. File a local grievance in accordance with school policy.
16. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Section 3 SCHOOL COUNSELING SERVICES

It is the belief of the N-O Public School that the function of the Counseling program is to assist the student in obtaining the maximum benefit from his/her high school experience. Counseling is the primary guidance service. It is a student-counselor relationship in which the student has the freedom to express his ideas and feelings.

Counseling seeks to help student assume responsibility for making plans and decisions. The Counselor gathers and organizes information about students from grades, standardized tests, information forms, and conferences with parents, teachers, and students. He interprets this information to the student and his problems that may present themselves. A folder containing information concerning each student's personal, mental, educational and physical status is maintained in the guidance office. This folder is open to the student and parents for inspection any time.

Through various activities the counselor provides information about careers and the various opportunities for post-high school education. The counselor *assists* students and parents in college planning, application for admission, and application for financial aid and scholarships.

Section 4 HEALTH SERVICES

Illness or accident: Parents are encouraged to keep students at home when they are running a fever. A student who becomes ill during the school day may be sent to the office. If it is deemed necessary to send the child home, the parent or designated person on the Emergency Information Sheet will be contacted by the school secretary. The child will be kept at school until dismissal if contact with a parent or designated person is not made.

Students are required to report any accident occurring in school that results in an injury. Students should report to a school staff member. If a child is injured or is ill at school and it is deemed necessary that treatment is beyond that which can be administered, the parent is contacted and asked to come for the child. In case of emergency, the procedures designated by the parents on the Emergency Information Sheet will be followed. Unless parents or guardians expressly forbid, in case of dire emergency the school will call a physician or the Neligh Rescue Squad for assistance. Please inform the school of any changes in procedure that comes up. It is the practice of N-O Public Schools to require students to learn and follow safety rules and procedures in classrooms that require special protection. To support a safe environment, students are required to wear safety glasses in some science and industrial technology classes.

Medication: No medicine will be administered to any student without parent permission and a copy of the Medication Permission form on file. The school will dispense non-aspirin (such as Tylenol) if a parent delivers a written note to the Superintendent's office granting the school permission to do so. All medications will be provided by the parent.

Prescription medication shall be in the original container that shall be labeled with:

1. Name of the student
2. Name of the medication
3. Directions for use
4. Name of the physician
5. Name and address of the pharmacy
6. Date of the prescription

Communicable and Infectious Diseases: It shall be the responsibility of the N-O Public School principal(s) to assist in meeting the provisions of the State Health Department covering communicable and contagious diseases by promptly reporting to the school nurse and superintendent the presence of such diseases. Parents are requested to inform the principal and superintendent if their child has contracted a contagious or communicable disease

Scarlet Fever: A student may return to school 24 hours after starting antibiotics.

Elevated Body Temperature: Students with temperatures over 100.4 degrees will be sent home. Students are not allowed to return to school until fever free for 48 hours without fever reducing medications.

For example: A student has a temp over 100.4 degrees at 11:00 a.m. on Monday and is sent home from school. Fever reducing medication was last administered at 8:00 p.m. Student is not allowed to return back to school until Thursday morning.

**Summary of the School Immunization Rules and Regulations
Section 5 For 2020-2021 School Year**

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

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://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011) **Updated 5/2015**

Article 7 - Drugs, Alcohol and Tobacco

Section 1 ALCOHOL AND ILLICIT DRUG USE PROHIBITED

The N-O Board of Education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers and students on school property or at any school sponsored event or activity; further, any employee, volunteer, or student found to be under the influence of alcohol or illegal drugs while on school property or at a school sponsored event or activity will be subject to disciplinary measures; if a student is suspected of being under the influence of a substance the administration may require a UA (urine analysis) at either the local police department under police supervision or a local medical facility.

Moreover, the Board authorizes and directs school administrators or their representatives to discipline employees, volunteers, or students, consistent with pertinent state and federal law, for any violations of this policy. Discipline for employees may extend to a recommendation for dismissal. While the Board does not sponsor directly rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition of continued employment. Discipline for any adult volunteers may include removal from the volunteer position. Discipline for students may include suspension, expulsion, and or a referral to a rehabilitative agency. Information on area agency rehabilitative services may be obtained from the school counselor. The Board will implement and support curricular materials and activities that teach about the harmful effects of alcohol and illegal drugs and serve as prevention and intervention programs. Finally, the Board directs that this policy be included in all staff student handbooks and that it be posted in staff lounges and workrooms. **This also includes and pertains to any and all synthetic drugs. (i.e. K-2)**

Section 2 SMOKING PROHIBITED

It shall be the N-O Public School Board's policy that in order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students, smoking shall be prohibited in the N-O Public Schools buildings. Private, enclosed offices are not exempt from this policy. There shall be no designated smoking areas within any of the N-O Public Schools buildings, for employees, students, visitors to the schools, and/or the general public. Smoking shall also be prohibited in the stands and bleachers at the football field and near the entry of school buildings. This policy shall apply all times whether school is in session or not. **This includes the E-Cigarettes.**

Section 3 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 school's 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 4 EDUCATION AND PREVENTION

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

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

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

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

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Section 5 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 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. In particular, students should be aware that:

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

Intervention

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

Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include

administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Article 8 - Student Rights, Conduct, Rules, and Regulations

Section 1 STUDENT CONDUCT AND DISCIPLINE POLICIES

The basis for an education is to prepare the student for the demands of the adult world, its challenges and its problems. The rules and standards of student conduct contained herein are intended to provide notice to students as to the conduct prescribed or required of them and of the responsibilities of the students in the N-O Public School System. Students are required to conduct themselves in a respectable manner, be considerate of other pupils' rights and make the best use of the opportunities available. Permission to remain in class is based on good behavior. Attendance ends as soon as the pupil shows an unwillingness to observe the regulations of the particular class and shows lack of cooperation.

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

Section 2 FORMS OF SCHOOL DISCIPLINE

Short-Term Suspension:

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

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the N-O Public School 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 shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
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. 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.

Long-Term Suspension:

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

Expulsion:

Meaning of Expulsion. 1) Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. 2) The Principal may suspend a student immediately, regardless of the fact that a hearing was requested within 5 days of notice of expulsion or long term suspension by the school, if the Principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: (a) interference with an educational function or school purpose, or (b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the Hearing Examiner files the report of his or her findings with the Superintendent, if the Principal has made a determination as above described.

1. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
2. **Suspension of Enforcement of an Expulsion.** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by Principal or the Principal's designee.
3. **Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and

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

Other Forms of Student Discipline:

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

Section 3 STUDENT CONDUCT

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending N-O Public School, all students are expected to refrain from the following conduct.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant); if a student is suspected of being under the influence of a substance the administration will require a UA (urine analysis) ; at either the local police department under police supervision or a local medical facility
7. Public indecency;
8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to

suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;

9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
12. Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process. (Further dress code information is provided in a later section).
13. Willfully violating the behavioral expectations for those students riding N-O Public School buses.
14. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes.
15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes. In addition, a student who engages in the following conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - 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,
16. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm. In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

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

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

Section 6 REPORTING STUDENT LAW VIOLATIONS

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the N-O Public School 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:
 - Knowingly possessing illegal drugs or alcohol.
 - Assault.
 - Vandalism resulting in significant property damage.
 - Theft of school or personal property of a significant nature.
 - Automobile accident.
 - 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.

Section 5 DUE PROCESS PROCEDURE

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

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of
 - a. interference with an educational function or school purpose or
 - b. a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
 - b. The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
 - c. A statement explaining the student's right to a hearing upon request on the specified charges.
 - d. A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - e. A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct,

and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

- f. A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the N-O Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing

officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

Section 6 ADDITIONAL STUDENT RULES

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

Discipline Process: The Discipline Process is a listing of general school rules (exceptions of student behavior) and consequences. This list is not all inclusive; however, the Discipline Process addresses student behavior that interferes with their own and other's education.

Levels of Infractions: The level at which a student enters the discipline process is dependent upon the circumstances which may include a student's prior conduct, responses to prior consequences, student's attitude, and effect of student's conduct on the school and others. The following is a list of infractions and the level at which each enters the due process system. "Please note: This list is NOT all inclusive.

LEVEL I Consequences for the following infractions may be, but are not limited to:

Teacher/Student resolves the problem

1. Plagiarism or dishonesty
2. Public displays of affection
3. Classroom misconduct
4. Disrespect for others, including their property
5. Eating food/candy
6. Possessing food or drinks (other than in the cafeteria at an allowable time/circumstance)
7. Inappropriate behavior at school sanctioned events
8. Cheating (resulting in a zero for the assignment)
9. Nuisance items (radios, tape players, pagers, sun glasses, etc.)
10. Hallway misconduct
11. Locker violation
12. Snowballing

LEVEL II Consequences for the following infractions may be, but are not limited to:

A teacher, administrator, or paraprofessional may issue detentions, when appropriate, to address any rules infractions and/or discipline problems.

1. After School Detention
2. Hall pass violations
3. Excessive tardiness
4. Unexcused absences
5. Disrespect for school or other individual's property (student will be required to pay)
6. Cafeteria misconduct
7. Misuse of car/parking lot violations
8. Cursing/abusive language
9. Insubordination
10. Gambling
11. Behavior which interferes with class work or other school activities
12. Violation of dress code
13. Stealing of property or theft
14. Possession of pictures or drawings which are obscene or derogatory to any school employee or student
15. Closed campus violation during the lunch break
16. Hazing/initiations
17. Truancy
18. Harassment and Bullying

***The list is NOT all inclusive**

LEVEL III Consequences for the following infractions may be, but are not limited to:
In school Suspension (ISS)/Out of School Suspension (OSS)/Expulsion

1. Cursing/abusive language/vulgar gestures
2. Destruction of school or other individual's property (student will be required to pay for the repair or replacement of such property).
3. Possession of or under the influence of tobacco products, alcohol, illegal drugs or imitation controlled substance.
4. Stealing or attempting to steal property of substantial value.
5. Vandalism (criminal acts).
6. Causing or attempting to cause personal injury to any school employee, volunteer, or student.
7. Use of violence, force, coercion, threat, intimidation or similar conduct which interferes with the purpose of school.
8. Knowingly possessing, handling, or transmitting, a weapon.
9. Public indecency.
10. Harassment of any student or school employee.
11. Repeated violation of any rules as outlined in the Student Handbook or established by School Administrators or Board of Education.
12. Engaging in activity which constitutes a threat to himself, herself and others or interferes with school purposes.
13. Sexual assault or attempted sexual assault.
14. Gross disrespect for any or all school employees.
15. Chronic absenteeism, tardiness, or truancy.
16. Unsportsmanlike activity.
17. Hazing/initiations.
18. Harassment and Bullying.

***The above list is NOT all inclusive.**

Section 7 HARASSMENT AND BULLYING

Threats – oral and/or threatening behavior—will not be tolerated between students or directed at a school employee. Threatening another person will result in suspension up to five days, parents notified, and a report filed with the local police department.

Section 8 HAZING - INITIATIONS

It shall be considered unlawful for any student, either individually or collectively, to engage in any hazing, initiation prank, practical joke, trick or other mischievous conduct, either malicious or otherwise, involving another student of this school or any other school, or related to inter-school rivalry or directed against or affecting any person whomsoever, including teachers, school employees, parents, and members of the public at large, and regardless of whether such activity be conducted on school premises or off school premises, or within boundaries of the school district or outside such boundaries or during or after school hours. These regulations are for the protection of persons and property and will be strictly enforced. Violation will be grounds for disciplinary measures commensurate with the offense, including expulsion.

Section 9 CLASS CONDUCT

This shall be based on mutual respect for each person's individual rights. The basic right of class membership is contingent on non-infringement of the rights of others. The classroom teacher shall maintain a proper atmosphere conducive to good instruction. Pupils will conduct themselves in a respectful manner, be considerate of other people's rights, and make the best of the opportunities available. Faculty, staff, and substitute teachers will be addressed as Mr., Mrs., Miss, or Ms. Depending on their preference. The privilege to remain in class is based upon good behavior. No cursing or abusive language will be tolerated. Offenders may be suspended from the class or from school. Students are not permitted to sit on tables or counter tops and are prohibited from placing their feet on top of tables, chairs, or counter tops.

Any school sanctioned or sponsored event is considered a legal extension of the classroom and all school rules apply. This includes activities at other locations as well as local events.

Section 10 DISMISSAL FROM CLASS OR ACTIVITY

Any student sent from the class or activity for misconduct must report directly to the principal's office. **This is an automatic detention for getting sent to the office. If a student refuses to go to the office as the teacher requested it will be construed as insubordination and they will be suspended according to the handbook.**

Section 11 SCHOOL DETENTIONS

Administrators, teachers and paraprofessionals have the authority to detain students after school or require students to arrive to school early for extra help or for disciplinary action.

1. **Monday Afternoon Detention: 3:41pm to 4:11 pm (30 minutes)**
2. **Tuesday Afternoon Detention: 3:41pm to 4:11pm (30 minutes)**
3. **Wednesday Afternoon Detention: 3:41pm to 4:11 pm (30 minutes)**
4. **Thursday Afternoon Detention: 3:41pm to 4:11 pm (30 minutes)**

*****No detentions on In-Service Day's**

Failure to serve assigned detention or arriving late to a detention will result in a doubling of the time assigned. Students that skip detention will have their time doubled. If they skip again then the consequence is ISS (In School Suspension) or OSS (Out of School Suspension). Students who receive detentions will serve them on the day they were issued. If there are extenuating circumstances, administration may arrange a different date. Detentions that result in excess of two hours may be handled through suspension. Make up work and duration during the suspension time will be addressed as previously outlined in section "Procedure to be followed for short-term suspensions." Student's must be working the entire time and all cell phones will be placed on the supervisor' desk.

Classroom Detention: A classroom detention is when any teacher assigns their own detention time after school for any rule infraction or misbehavior. This detention can be any length of time up to 60 minutes. A 24-hour notice will be given to students who ride the bus or if a conflict occurs because of a pre-arranged situation.

Section 12 SUBSTITUTE TEACHERS

Substitute teachers are guests in our school. They have a difficult task to perform in the absence of the regular teacher. Students are asked to give substitutes as much help as they can. In this way, classes will be effective and students will receive the maximum benefit. If a student receives a detention from the substitute teacher, this is automatically doubled by the classroom teacher.

Section 13 INAPPROPRIATE PUBLIC DISPLAYS OF AFFECTION (IPDA)

Displays of affection are not acceptable behavior in the school building. Students are expected to conduct themselves with taste and respect for themselves and others in these relationships. Public demonstrations of kissing, embracing, and other intimate contacts are embarrassing to others and show little respect for the reputation of the partner involved. Discipline action taken includes detentions.

Section 14 DRESS CODE

Students at N-O Public Schools are expected to dress in a way that is appropriate for a 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. **This applies to all home and away events that are school related, even as a fan or spectator. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:**

1. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps - straps less than 1", "tarzan" shirts, mesh, sagging pants); shorts or skirts (clothing) must cover a student's leg to the point where the students' finger tips down at their side is the "highest" the skirt or short can be.
2. Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
3. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play";
4. Head wear including hats, caps, bandannas, and scarves;
5. Clothing or jewelry which exhibits nudity, makes sexual references or carries double meanings.

6. Jeans or pants with holes above the kneecap are unacceptable. Any rips or holes must be covered with duct tape, even if you are wearing something underneath. **If a student is told to cover up a hole after the 8:00 bell, they will be given a detention.**

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 will receive an office referral and will be required to change the clothing. The student may call home for proper apparel or the school will provide a t-shirt, sweat shirt, or sweat pants, etc. If the student will not change the clothing, the student will be assigned to in-school suspension for the remainder of the day. Continual violations of the dress code will result in disciplinary actions under the Student Code of Conduct above. This may include a phone call to a parent, after school detention, suspension, or 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 discipline, up to expulsion.

Section 15 ELECTRONIC DEVICES

- a. Philosophy and Purpose. N-O Public Schools strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions:
 - (1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
 - (2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
 - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
 - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
 - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
- c. Possession and Use of Electronic Devices.
 - (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
 - (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a)). Administrators have the discretion to prohibit student possession or use of electronic devices on school

grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

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

e. Penalties for Prohibited Use of Electronic Devices:

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

- (i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension

from school.

- (ii) Students who send or encourage another to send a “sexting” message shall be subject to a five (5) day suspension from school.

f. Reporting to Law Enforcement.

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

g. Responsibility for Electronic Devices.

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

Section 16 COMPUTER SOFTWARE USE, E-MAIL AND INTERNET RULES AND REGULATIONS

The Neligh-Oakdale Public School District is pleased to offer the staff and students of the N-O Public Schools access to the district computer network, including electronic mail ("e-mail") and the Internet. To gain access to electronic mail (e-mail) and the Internet, all staff must sign and return the "Staff Agreement" form to the central office. Likewise, to gain access to e-mail and the Internet, all students attending the N-O Public Schools must sign a "Student Agreement", and their parents must sign a "Parents Agreement", and return to the administrative office of the school district. These agreements are filed and remain in effect until a student no longer attends school, a parent request voids the permission agreement form, or the school year ends. A new form must be signed each school year.

Access to e-mail and the Internet will enable staff and students to explore thousands of libraries, data bases, educational environments, “the cloud” and bulletin boards, while exchanging messages with Internet users throughout the world. Students and parents should be warned that some material accessible by the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their students should follow when using media and information resources. To that end, the N-O Public Schools support and respect each family's right to decide whether or not to sign the “Student and Parent Agreements”

Minors accessing Internet services provided by N-O Public Schools when attending the alternative school or working as an employee or volunteer of N-O Public Schools; when attending trainings, meetings, conferences, or other events sponsored at a facility owned or leased by N-O Public Schools or at a facility of which N-O Public Schools has otherwise been granted primary custody; or when accessing N-O Public Schools Internet services with remote access connections shall be subject to the following rules and regulations.

A. Definitions:

1. Access to the Internet-A computer or electronic device shall be considered to have access to the Internet if such device is equipped with a modem or is connected to a computer network that has access to the Internet.
2. Minor shall mean an individual who has not attained the age of 19.
3. Obscene shall have the meaning given such term in section 1460 of title 18, United States Code.
4. Child pornography shall have the meaning given such term in section 2256 of title 18, United States Code.
5. Harmful to minors shall mean any video, picture, image, graphic image file, or other visual depiction that:
 - a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - b. 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 taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

6. Hacking shall mean attempting to gain unauthorized access to computer, electronic devices and network systems connected to the Internet.

B. Acceptable Use of E-Mail and the Internet:

1. Minors shall not access material that is obscene, child pornography, harmful to minor, or otherwise inappropriate for educational or work-related uses.
2. Minors shall not use N-O Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network systems security.
 - a. Minors shall not engage in any illegal activities on the Internet.
3. Minors shall only use electronic mail, chat rooms, and other forms of direct electronic communications for purposes related to education within the context of a school-related assignment activity or for purposes related to work, including volunteer, at N-O Public Schools.
4. Minors shall not disclose personal identification information on the Internet.
5. Network storage areas shall be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files or any information stored or otherwise retained on district servers or in computers will be private. Periodically, files will be cleaned and / or deleted.
6. Users should not expect, and the district does not warrant, that files stored on district servers will always be private.
7. The district will not be liable for, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
8. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
9. Do not reveal your personal address or phone numbers, or that of other students or employees of N-O Public Schools.
10. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to in support of illegal activities may be reported to the authorities.
11. All communications and information accessible via the network should be assumed to be private property.
12. Other rules established by the network administrators or teachers from time to time.

C. Acceptable Use of the Computer, Electronic Devices and Networks

The following policy for acceptable use of computers, electronic devices and networks, including Internet, shall apply to all district administrators, faculty, staff and students. All technology equipment shall be used under the supervision of the site administrator.

1. Users shall not erase, remake, or make unusable anyone else's computer, electronic device, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages for the replacement of any damage to the computer, electronic device, information, files, programs or disks.
2. Users shall not let other persons use their name, log-on, password, or files for any reason (except for authorized staff members.)
3. Users shall not use or try to discover another user's password.
4. Users shall not use N-O Public Schools computers, electronic device, or networks for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
5. Users shall not use the computer or electronic device, for unlawful purposes, such as illegal copying or installation of unauthorized software.
6. Users shall not copy, change, or transfer any software or documentation provided by the N-O Public School District, teachers, or other students without permission from the network administrators.
7. 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 electronic device's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
8. Users shall not use the computer or electronic device to annoy or harass others with language, images, or threats. Users shall not access or create any obscene or objectionable information, language, or images,

including but not limited to sexually explicit images, messages, cartoons, and/or other use of slurs, racial epithets, profanity, or obscene language.

9. Users shall not use the computer or electronic device for the purpose of solicitation or proselytization for commercial, religious, political, personal, or any other non-student related activities.
10. Users shall not tamper with computers, electronic devices, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
11. Users shall not print in excess of 5 pages without prior approval of a staff member.

Section 7 Penalties for Violation of Rules

All of the policies and procedures for acceptable use of computer, electronic device and networks are intended to make the computers, electronic device and networks more reliable for users. They are also intended to minimize the burden of administrating the network so that more time can be spent enhancing services.

Section 8 Use of Computer or Electronic Device Access to Telecommunications Resources is a Privilege and Not a Right. Violations of the policies and procedures of the N-O Public Schools concerning the use of computers, electronic device and networks will result in disciplinary actions being taken against individual administrators, faculty, staff and/or students who are in violation of said rules. Disciplinary action may include loss of access, in addition to other disciplinary or legal action.

Section 9 Student and Parent Agreement.

The Students Agreement and Parents Agreement are given to each new student as they enroll in N-O Public School and respectively, are incorporated herein by this reference.

Section 17 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 as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

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

Section 18 RISKS OF SOCIAL NETWORKING

The purpose of this message is to give our students information about the risks of using social media 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 social media may affect you years later.

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

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

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

We urge all students to following these common sense guidelines.

Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

Section 1 ACTIVITY ELIGIBILITY REQUIREMENTS

The N-O Public School will follow the requirements as set forth by the Nebraska School Activities Association for student participation in extracurricular activities. The student must have successfully received credit for 20 semester hours of work the previous semester (Nebraska School Activities Association rule) and currently passing 30 hours per week (6 out of 8 classes). Students ineligible to participate in the extra-curricular event will nevertheless attend all practice sessions.

Students will be considered ineligible to participate in an extracurricular activity for a period of one week if he/she is not passing 30 hours for the current grading period. An activity is defined as an appearance by an individual or group before the public as a representative of N-O Public School. Eligibility reporting periods will be on a weekly basis. Students not passing 30 hours will be ineligible from Sunday through the following Saturday. Exceptions are graded performances, such as winter/spring vocal and instrumental music concerts. Passing is defined as having a grade point average of at least 70% in each class.

Section 2 WARNING FOR PARTICIPANTS & PARENTS

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

Section 3 RULES OF CONDUCT

Realizing that participation in school sponsored activities at N-O Junior-Senior High School is a privilege and not a right. Coaches will determine the selection of team members and the playing time for each member of the team. In addition, student participation in activities is subject to the regulations listed below. Since each activity is unique in nature, regulations and penalties in paragraphs A, B, and C shall be designated in writing by the respective coach or sponsor.

Student conduct subject to these rules includes conduct both on and off school grounds. (If the conduct occurs on school grounds, at a school activity or event, or in a school vehicle, the student may also be subject to further discipline under the general student Discipline Code). Student conduct subject to these rules includes conduct occurring at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct. Upon the first official starting date for fall activities as established by the NSAA, a student is advanced to the next grade level, i.e. an 8th grade student becomes a 9th grader.

Honesty and forthrightness – All students are expected to be honest and forthright with school officials. In the event the activity sponsor or coach or any school administrator asks a student for information pertaining to compliance (or lack of compliance) by the participant or other participants with the rules, standards, guidelines, or eligibility conditions for participation in activities, the participant is expected to fully, completely, and honestly provide the information.

Section 4 ACTIVITY REGULATIONS

The following regulations apply to all students who participate in any school sponsored activity while attending N-O Junior-Senior High School. It is important that you become completely familiar with these rules, and above all, abide by them.

- A. Hours - Due to the schedule and nature of the various sports, curfews and penalties will be established by each head coach, distributed in writing to the parents or guardians of each participant and filed with the Athletic Director.
- B. Attending practice - Participants are expected to attend all practice sessions. If a participant has a valid excuse for missing a practice, it is his/her responsibility to contact the coach or sponsor. An athlete will be allowed NO UNEXCUSED ABSENCES. Penalties shall be designated in a coach or sponsor's letter to parents or guardians of participating students and filed with the Activities Director.
- C. Appearance and conduct - Participants will appear for activities with proper attire and conduct themselves properly. Hair will be groomed in a manner that will not interfere with the performance of the participant in that sport or activity. Requirements and penalties concerning each of the above shall be outlined in a coach or sponsor's letter to parents or guardians of participating students and filed with the Activities Director.
- D. Academic eligibility - Students are required to pass **20** credit hours in the previous semester, 30 hours on a weekly basis as outlined in the Student Handbook in the section entitled, "Activity Eligibility Requirements."
- E. Alcohol, tobacco, and illegal drugs – The use, consumption or possession of alcohol, tobacco, or illegal drugs by students will not be permitted at any time, either in or out of school. For purposes of this policy, "use" or "consumption" includes ingesting, inhaling, injecting, or drinking the prohibited substances, and the term "possession" includes purchasing, selling, holding, or carrying of the prohibited substances (except carrying in unopened cartons at the specific direction of a responsible adult). **This shall include E-cigarettes and any/all synthetic drugs (i.e. K-2).**
- F. Conduct under student discipline code – Any conduct that occurs on or off school which, if committed on school grounds would be a violation of the Student Discipline Code shall be grounds for disciplinary action. Conduct involving the causing of personal injury to another, sexual assault or lewd behavior, or theft or damage to property, shall be grounds for disciplinary action even if such conduct does not involve a school staff member or fellow student, or school property. A criminal citation on charge issued by any law enforcement agency or court, or a filing in a Juvenile Court for conduct which would constitute a criminal offense, shall be grounds for disciplinary action and provided that school officials determine that facts exist to support such citation, charge, or filing.

Cumulative Nature: Rule violations ("E" and "F" in the preceding section) are cumulative in nature. Students in grades 7 - 8 accumulate rule violations with the consequences as outlined below. Thereafter, students in grades 9 - 12 with any rule violations in grades 7 and/or 8 will have those waived and enter grade 9 without any violations. Students in grades 9 - 12 accumulate rule violations with the consequences as outlined below.

Section 5 DISCIPLINARY ACTION

The following *definitions* for "activities," "suspension," or "self-report" apply to Section IV of the N-O Jr. - Sr. High School Student Handbook, "Activities Program:"

- **Activities:** The following is a list of activities. Suspension includes, but is not limited to the activities listed: all NSAA sanctioned activities, school dances, Homecoming, Prom, Honors Banquet, Quiz Bowl, student organizational contests or conferences, school play, music / band trip, school activities (list is not all inclusive). Activity sponsors and administrators will determine which student activities will be considered for suspension.
- **Suspension:** This is the removal as a participant from all extra-curricular or school sponsored activities. The suspension period will begin with the first activity the student is eligible for participation. The suspension period may carry over from one school year to the next.
- **Self-report:** Self-reporting should occur by 9:00 a.m. of the first school day following the rule violation. If school is not in session and there is an activity in which the student is eligible for participation, the student is responsible to self-report prior to the activity. Self-reporting may be delivered by the student to any coach, activity sponsor, activities director, or administrator on staff at N-O Public Schools.

Upon presentation of sufficient evidence (in the case of student activity which occurs off-school grounds, not at a school function or event, and not in a school vehicle, "sufficient evidence" is defined as staff eyewitness, criminal citation, or self-report; in the case of student activity which occurs on school grounds, at a school function or event, or in a school vehicle, "sufficient evidence" shall mean evidence which the administration or others enforcing the student conduct rules determine in their reasonable discretion to be sufficient) and in accordance with the "Due Process" outlined in the section above, the following action will be taken:

Alcohol or Tobacco Disciplinary Action

- a. First Offense – Alcohol or Tobacco
Twenty-one (21) calendar day suspension from all activities or fourteen (14) calendar day suspension if the student chooses to "self-report" the student handbook rule violation as previously defined.
Additional Consequence:
The student would not be eligible for Homecoming royalty, graduation lead-in, usher, or program assistant during the school year in which the suspension occurs.
- b. Second Offense – Alcohol or Tobacco
Thirty-five (35) calendar day suspension from all activities or twenty-one (21) calendar day suspension if the student chooses to "self-report" the student handbook rule violation as previously defined.
- c. Third Offense – Alcohol or Tobacco
One calendar year suspension as a participant from all activities. No self-report option available.
- d. Fourth Offense – Alcohol or Tobacco
Elimination of participation from all activities throughout the remainder of one's attendance at N-O Public Schools.

Drug Disciplinary Action

- a. First Offense – Drugs
Thirty-five (35) calendar day suspension from all activities or twenty-one (21) calendar day suspension if the student chooses to "self-report" the student handbook rule violation as previously defined.
Additional Consequence:
 - The student would not be eligible for Homecoming royalty, graduation lead-in, usher, or program assistant during the school year in which the suspension occurs. In addition, a student found in violation will not be nominated or supported for any award during that season in which the suspension begins. (Fine Arts activities and student organizations will be interpreted as three (3) seasons. Dance will be

considered as two (2) seasons – fall and winter.) This is to include letter awards, local incentive awards, i.e., tackle award, take-down award, etc., all-state, all-conference, player of the week, etc. The only exceptions would be those awards decided upon by persons other than coaches and directors such as sportscasters, sports editors, etc. Awards gained by actual competition (medals) or awards received prior to the violation would not be retractable. A violation would not affect awards during other sports seasons (year-long).

- b. Second Offense – Drugs
One calendar year suspension as a participant from all activities. No self-report option available.
- c. Third Offense -- Drugs
Elimination of participation from all activities throughout the remainder of one's attendance at N-O Public Schools.

Visual Representation of Offenses and Days Suspended

Alcohol & Tobacco Offense	Period of Suspension Self Report	Period of Suspension No Self Report
1st Offense	14 Days	21 Days
2nd Offense	21 Days	35 Days
3rd Offense	Option not available	1 Year
4th Offense	Elimination of all activities	Elimination of all Activities

Drug Offense	Period of Suspension Self Report	Period of Suspension No Self Report
1st Offense	21 Days	35 Days
2nd Offense	Option not available	1 Year
3rd Offense	Elimination of all Activities	Elimination of all Activities

Section 6 STEROID OFFENSES

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

- 1. First Violation: 30 consecutive days.
- 2. Second or Any Subsequent Offense: One calendar year.

Section 7 DUE PROCESS

“Due Process” is a procedure which the course of law recognizes as a necessary part of any rules and regulations. “Due Process” furthermore, and of primary importance, recognizes the rights of the individual since it outlines his recourse in the event he feels a wrong decision has been made. The “Due Process” steps outlined hereafter are the procedures for a student and his/her parents to follow in appealing decisions relating to eligibility. It should be understood that students and parents who wish to appeal will be expected to follow the “Due Process” steps in the event legal action would be initiated at some later date.

- A. After a ruling of ineligibility resulting in suspension from activities has been made by the principal or activities director, the principal shall formalize the ineligibility decision in writing, outlining the specific details relating to (a) the violation or infraction, (b) the date of violation or infraction, (c) the period of suspension, and (d) any other pertinent information. The letter may be delivered by hand delivery or by regular mail, or by posting the letter in an envelope on the door of the residence of the parents or legal guardian as reflected in school records.
- B. Upon receipt of the ineligibility ruling a student and/or his/her parents may formally appeal the decision in writing to the principal provided an appeal is received within 3 calendar days from receipt of the letter outlining the suspension. The suspension will remain in effect during the period of appeal.
- C. After a request for an appeal has been received by the Principal, a hearing shall be held before the Superintendent or Superintendent's designee. The hearing shall be an informal hearing. The Superintendent or Superintendent's designee (or the Board of Education, in the case of a Board appeal hearing under Section D)

shall have the right to determine and control the procedures to be used at the hearing. The hearing date shall be determined by the Superintendent or Superintendent's designee, but such hearing shall be held if practical no later than 7 school days after the receipt of the request for hearing. Present at the hearing, in addition to the Superintendent or Superintendent's designee, shall be the student and the parents and, if a rule relating to a specific activity is involved, the head coach or sponsor of that activity.

1. The student will be provided with an opportunity to testify and present other evidence on his/her behalf at the hearing.
 2. The decision of the Superintendent or Superintendent's designee shall be made in writing and be delivered to the parent or legal guardian
- D. If the student and his/her parents are not satisfied with the findings of the hearing, a second hearing may be requested before the Board of Education. The Superintendent must receive in writing a request for such a second hearing before the Board of Education within 5 calendar days after delivery of the decision of the Superintendent or Superintendent's designee to the parent or legal guardian.
- NOTE: provisions as outlined in letter C above, including items 1 and 2 will be applicable relating to the second hearing.*
- E. The provisions as outlined above shall be the sole and exclusive remedy for appeal from the rulings referred to in Paragraph A.

*****If any violation takes place at a school activity, home or away, the student may not be allowed to participate in graduation exercises for the current year.**

Additional Information: The guidelines listed above have been kept to a minimum. The Neligh-Oakdale School District realizes that it is impossible to anticipate every situation which may develop. Some decisions will need to be made based on the circumstances at that given time. Any activity which falls under the jurisdiction of the Nebraska School Activities Association will be governed by the rules of that association, as well.

Section 8 PHYSICAL EXAMINATIONS

Any student in grades 7-12 participating in athletics at N-O must have a physical examination by a licensed physician. This is an NSAA regulation. The expense of physical examinations shall be the responsibility of the parent or guardian.

Section 8 TEAM SELECTION AND PLAYING TIME

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

- A. **School Representative.** Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
- B. **Success.** Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student’s: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Section 9 LETTERING REQUIREMENTS

The first time a student letters in any sport/activity he/she will receive an official “NO” emblem and a certificate, after that he/she will receive a certificate only.

1. The athlete must complete the activity season by attending all practice sessions and games. If injured, the student will be informed by the coach or sponsor of team expectations and obligations in order to qualify for a letter.
2. Meet minimum requirements for each activity which are:
 - A. Football = Participation in one-third of total varsity quarters for the season.

- B. Volleyball = Participation in one-third of total varsity games played in varsity volleyball matches for the season.
 - C. Basketball = Participation in one quarter of the total varsity quarters for the season.
 - D. Wrestling = Any wrestler who places in the top four positions of his weight class in any tournament with weight (8) or more teams. Wrestlers in the varsity position for the entire season may also be awarded a letter.
 - E. Track = Place in a major meet (6 or more schools) as an individual participant or as a relay team member that places (top 6) in two or more major meets (6 or more schools).
 - F. Golf = Participation in 50% of all varsity matches and tournaments or qualifying as a varsity team member for districts.
 - G. One Act Play = Attend 80% of the practices. Attend all required performances and represent N-O Public Schools in a positive manner. Receive recognition for acting at any of the performances.
 - H. Speech = Attend 80% of the meets (invitational, conference, and district). Represent N-O Public Schools in a positive manner. Receive a medal at an invitational, conference, or district contest or enter two events at any of the contests.
3. Meeting the above requirements makes one eligible, but does not automatically constitute lettering. The awarding of all letters will be at the head coach's discretion.
 4. A coach or sponsor may letter a participant if in his/her opinion positive extenuating circumstances exist to justify this action.

Section 10 ACTIVITIES/FIELD TRIP TRANSPORTATION

Students participating as a team, squad member and/or class field trip are required to ride school transportation to and from the school activity. A coach or sponsor may make allowances to this procedure if the circumstances prove to be beyond the control of the student and the parent(s) of the student is in contact with the coach. It is the practice of N-O Public Schools to release students only to parents after the school activity.

Section 11 PEP RALLIES

Pep Rallies shall be limited unless special permission is obtained from the Superintendent or Principal. All students are expected to attend the pep rally unless they have obtained permission in advance from a faculty member.

Section 12 SCHOOL ACTIVITIES

All organizational affairs, such as dances, must have sponsors present and must be preapproved by administration 30 days prior to the dance. All events are approved and scheduled through the Principal's office. All rules and procedures as outlined in the N-O Jr.-Sr. High School student handbook apply. In addition to the handbook rules, the following rules apply:

1. Out of town dates for dances must be signed up in advance in the Principal's office. All out of town dates must have a dance permission form filled out by their own schools administration. Dates that are not signed up and/or who have not filled out the proper paperwork will not be admitted.
2. Students are allowed to bring one guest under the age of 21.
3. Students may not enter the dance after the "posted" time. This is usually 30 - 45 minutes after the dance begins. Students may not leave and re-enter the dance.
4. Dances will end no later than 12:00 midnight.

Article 10 - State and Federal Programs

Section 1 NOTICE OF NONDISCRIMINATION

Neligh-Oakdale 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	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

The Coordinator may be contacted at: Ron Beacom, Superintendent, 6th & J Street, Neligh, Nebraska 68756 (402) 887-4166.

Section 3 ANTI-DISCRIMINATION & HARASSMENT POLICY

Elimination of Discrimination. The [Name] 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: Neligh-Oakdale 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, [Name] Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, 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 work place, classroom or educational environment.
- Sexual harassment may exist when:
 - Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school’s programs and activities.
 - Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.
 - The conduct has the purpose or effect of unreasonably interfering with an individual's work or

educational performance or creating an intimidating, hostile, or offensive working, class room 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.

Section 4 COMPLAINT AND GRIEVANCE PROCEDURES

Neligh-Oakdale Public Schools has a chain of command to follow when dealing with problems/concerns. Should there be a concern about something that may have happened or is happening, curriculum, non-curricular, or extracurricular, please follow the procedure below:

- Contact the child's teacher / coach / sponsor first, student first and if no solution is met then the parent must make contact. Discuss the problem and search for possible solutions together. If it cannot be resolved at this level, then contact the principal for a conference.
- Contact the activities director if the concern is related to an activity. If you do not feel the situation has been given proper consideration or resolved after this step, then you may seek further recourse by contacting the superintendent of schools.
- If the initiating party is not satisfied with the response of the Superintendent, said party may address a written appeal to the Board of Education through the Secretary of the Board. All complaints shall be in writing and no anonymous correspondence may be considered by the Board of Education. It shall be understood by all parties involved in the grievance procedure that no reprisals of any kind, applied or intended, shall be brought against the person or persons involved in the resolving of the grievance.

Section 5 CHAIN OF COMMAND

Parents who have concerns, questions, or complaints about a district employee, guidelines, policies, etc., should go through the proper channels and sequence to deal with specific situations.

The proper chain of command is as follows:

1. Staff member
2. Head of department or activities director, (if applicable)
3. Principal at the proper grade level to deal with the issue
4. Superintendent
5. Board of Education

A formal complaint form can be issued through the administration for written communication to address charges, complaints, or challenges.

Section 6 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 7 NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

- Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.
 - Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
 3. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.
 - Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
 4. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.
 - Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
 5. 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.
 6. 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 8 NOTICE CONCERNING DIRECTORY INFORMATION

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student’s Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student’s parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;

2. 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;
3. School and dates of attendance;
4. Student's current grade;
5. Student's enrollment status (e.g. full-time or part-time);
6. Student's date of birth and place of birth;
7. Student's extra-curricular participation;
8. Student's achievement awards or honors;
9. Student's weight and height if a member of an athletic team;
10. Student's photograph; and
11. School or school district the student attended before he or she enrolled in [Name] 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 courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/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 Neligh Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Section 9 NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION

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

Section 10 NOTICE CONCERNING STAFF QUALIFICATIONS

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

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Section 11 STUDENT PRIVACY PROTECTION POLICY

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

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

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

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

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

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

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

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

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

- The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).
- Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and, any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out

right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

- Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.
- In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

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

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

Section 11 PARENTAL INVOLVEMENT POLICIES

B. General - Parental/Community Involvement in Schools:

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

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student’s progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents’ continued attendance at such activities will be based on the students’ well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children’s education with board members, administrators and staff.

11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

B. Title I Parental Involvement Policy:

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

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

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

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

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

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

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

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

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

I in a format and, to the extent practicable, in a language such parents understand.

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

Section 13 HOMELESS STUDENTS POLICY

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

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

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for 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 [Name] Public Schools based on it being the school of origin, the new school and [Name] 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.

Section 14 BREAKFAST AND LUNCH PROGRAMS

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

- In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status.
- To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, One Petting Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov. USDA is an equal opportunity provider and employer.
- The cost associated with meals are available in each office and subject to change each year. Free and reduced meals are available. Applications are available in each school office.