

# **Wakefield Community School**



## **2019-2020 Parent/Student Handbook**

### **Our Mission:**

The mission of Wakefield community school in partnership with parents and community is to develop all students into collaborative lifelong learners who demonstrate effective communication, critical thinking and problem solving skills in a changing global society.

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**Contact Information**

**Phone Numbers**

Elementary .....	(402) 287-9892
Secondary .....	(402) 287-2012
Bus Barn.....	(402) 287-2943

**Website**

<http://www.wakefieldschools.org>

**Facebook**

[www.facebook.com/Wakefield-Community-School-District](http://www.facebook.com/Wakefield-Community-School-District)

**Address**

802 Highland Street  
 PO Box 330  
 Wakefield, Nebraska 68784

**Annual Activity Pass**

Family - \$140.00  
 Student - \$30.00  
 Adult - \$50.00

**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 Wakefield Community School. 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. 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.

**Philosophy**

The purpose of the Wakefield Community School System is to educate all children to the maximum extent of their abilities. Thereupon, when the individuals enter adulthood, they will be responsible, contributing members of the community in which they live. The school system will instill within the students the desire to be self-motivated and to become life-long learners.

To achieve these objectives, the system shall provide competent administrative, instructional and support staff. The district decisions shall be based upon the mission of the school, which is the education of all students.

The Wakefield School System shall accept the responsibility of providing a curriculum that enhances the students’ mental, social, physical and behavioral growth. Educational programs shall prepare the students for future education or entrance into the working world.

**Accreditation**

Wakefield High School is accredited by AdvancED (North Central Association) and the Nebraska Department of Education.

## Directory Information

### Board of Education

Mark Victor.....	President (2020)
Shannon Johnson.....	Vice-President (2020)
Bree Brown.....	Secretary (2022)
Arianne Conley.....	Member (2020)
Jeff Keagle.....	Member (2022)
Sherri Lundahl.....	Member (2022)

### Administration

Mark Bejot.....	Superintendent
Matt Farup.....	Secondary Principal
Jerad Wulf.....	Elementary Principal

### Certified Staff

Brittnie Abler.....	3rd Grade
Angie Borg.....	School Nurse
Iris Borg.....	Math
Matt Brenn.....	4,5,6 Science/AD
Shannon Carroll.....	Math
LaVonne Carson.....	Spanish
Michael Clay.....	SS/Elem Guidance
Kari Cliff.....	ELL
Tara Dolen.....	2 <sup>nd</sup> Grade
Jean Dorcey.....	Special Education
Brittany Eisenmann.....	4,5,6 Language Arts
Austin Galles.....	4,5,6 Guided Reading
Michelle Galles.....	FC S
Lynette Haisch.....	4, 5, 6 Math
Timarie Hansen.....	1 <sup>st</sup> Grade
Lori Harding.....	Guidance
Mike Hassler.....	Art
Micaela Hight.....	3 <sup>rd</sup> Grade
Cathy Hoffart.....	1st Grade
Leah Jech.....	Kindergarten
Brian Johnson.....	4,5,6 Social Studies
Donna M Johnson.....	Special Education
Samantha Johnson.....	PK
Jena Kaufman.....	PK
Tiffany Lamprecht.....	Media Center
Jaime Manz.....	Reading Specialist
Logan McPhillips.....	Special Education
Chad Metzler.....	Social Studies
Brenda Montoya.....	ELL
Deb Nicholson.....	Vocal Music
Pam Peters.....	PK
Mark Reimers.....	Science
Kevin Roberts.....	Social Studies/ESL
Sara Schlickbernd.....	2nd Grade
Jan Simmons.....	English/ESL

Linda Steinman .....	Kindergarten
Will Tietmeyer .....	ITE
Bill Trenhaile .....	Band/Math/Bus Driver
Kaylen Tunink .....	Business
Zoe Vander Weil .....	English/Speech
Jessi Vavrina .....	4,5,6 Writing
Megan Virgil.....	Science
Joe Wendte.....	PE
Leslie Ziska.....	Technology

**Classified Staff**

LaVon Anderson .....	Elem Secretary
Kim Barge .....	Para
Lauren Barge .....	Para
Molly Barge.....	Para
Mary Brudigam.....	Para
Carla Clay .....	Para
Lizbeth Delgado.....	Para
Kris Does .....	Para
Kristi Foote.....	Lunchroom Manager
Becky Gothier .....	Business Manager
Jean Hansen.....	Para
Rex Hansen .....	Maintenance
Sylvia Hernandez.....	Para
Marian Keagle.....	Bus Driver
Danielle Klein .....	Para
Deb Litchfield .....	Act.Center Supervisor
Rhonda Lorenzen .....	Para
Bob Lubberstedt.....	Grounds
Dawn Lubberstedt.....	HS Secretary
Ivon Martinez .....	Para
Blanca Moreno.....	Para
Pat Nicholson.....	Bus Driver
Tina Nuernberger.....	Para
Harold Odens.....	Evening Custodian
Josie Paulson .....	Custodian
Christy Roberts .....	Kitchen
Vicky Sanchez .....	Para
Julie Siebrandt .....	Para
Darci Slama .....	Para
Teresa Soderberg.....	Para
Kaylee Stapleton.....	Para
Kara Starzl .....	Para
Dwight Vander Veen.....	Transportation
Patricia Wurdeman .....	Custodian

**ESU#1 Staff - Certificated**

Wendy Consoli.....	Deaf Ed Teacher
Staci Fethkenher.....	PT
Jin Gunsolley .....	Transition Specialist
Angie Hansen .....	OT
Vernae Luhr .....	Audiologist
Keri Messersmith .....	Psychologist
Stacey Richart.....	Vision O & M
Becky Rieken.....	Vision Consultant
Anne Ronhovde .....	Speech Pathologist

**Notice of Non-Discrimination**

Wakefield Public Schools does not discriminate on the basis of, race, color, religion, national origin, sex, disability, age, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Mark Bejot  
Title: Superintendent  
Address: 802 Highland Street, Wakefield NE 68784  
Telephone: 402-287-2012  
Email: mbejot@wakefieldschools.org

For further information on notice of nondiscrimination, <http://wdcrobcopolop01.ed.gov/CFAPPS/OCR/contactuus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481. For additional prohibited discrimination and related information, please review school district policy 4001 - Nondiscrimination.

**Designation of Coordinators**

Any person having inquiries concerning this district's compliance with Title VI (discrimination or harassment), Title IX (gender equity), Section 504 of the Rehabilitation Act and the Americans with Disability Act, Homeless student laws, or Safe and Drug Free Schools and Communities should contact the Wakefield Community Schools Administrative Office.

### **School Hours**

Office 7:30 am to 4:00 pm  
Morning Pre-K 8:15am – 11:15am & Afternoon Pre-K 12:30pm – 3:35pm  
Elementary 8:15am to 3:35pm  
Secondary 8:10am to 3:40pm

### **Bell Schedules**

#### **Regular School Day**

Period 1	8:10-8:57
Period 2	8:59-9:46
Trojan Time	9:48-10:13
Period 3	10:15-11:02
Period 4	11:04-11:51
Period 5A	11:54-12:18
Period 5B	12:21-12:44
Period 5C	12:46-1:11
Period 6	1:14-2:01
Period 7	2:03-2:50
Period 8	2:52-3:40

#### **Two-Hour Late Start**

Period 1	10:10 -10:42
Period 2	10:44-11:16
Period 3	11:18-11:49
Period 5A	11:52-12:16
Period 5B	12:19 -12:43
Period 5C	12:45 -1:10
Trojan Time	1:13- 1:26
Period 4	1:28-1:59
Period 6	2:01-2:32
Period 7	2:34 -3:06
Period 8	3:09- 3:40

#### **2:00 Dismissal**

Period 1	8:10 -8:47
Period 2	8:49-9:26
Trojan Time	9:28-9:42
Period 3	9:44 -10:22
Period 4	10:24-11:02
Period 6	11:04 -11:43
Period 5A	11:46-12:10
Period 5B	12:13-12:37
Period 5C	12:39-1:04
Period 7	1:07 -1:32
Period 8	1:34- 2:00



## School Closings

School closings due to inclement weather will be announced on local radio and television stations before 8:00 am.

**TV**– Siouxland television stations, KTIV, KCAU, KMEG

**Radio** –KNEN, KEXL, & KUSO (US92), all in Norfolk; and KTCH, Wayne

**Internet** – Check the following websites – <http://www.ktiv.com>

**District Mass Messaging** – district mass communication system will call primary and emergency phone numbers. *If you do not wish to be notified by mass messaging system, please let the office know.*

It may become necessary to dismiss classes during the school day because of bad weather. In such an event, it is important that parents/guardians provide ahead of time to the school, the procedures the child should follow (i.e., go home with a specific friend, go to a relative's home, babysitter's, etc.). Emergency message will go out through the district's mass messaging prior to dismissal.

Parents may decide to keep their children home during inclement weather. Students absent due to severe weather when school is in session will be marked absent. The absence will be treated like any other absence. Parents may pick up their children during inclement weather at any time during the school day.

## Telephone Calls/Daily Announcements

Parents are encouraged to call the school with questions, concerns and suggestions. While it is not always possible to visit a teacher or administrator at that time, your phone call will be returned as soon as possible or you may schedule an after school appointment. Parents can contact the school using the following directory:

Wakefield Elementary 802 Highland Street ..... 287-9892

Wakefield High 802 Highland Street ..... 287-2012

Administrative Offices 802 Highland Street ..... 287-2012

Parents/guardians who have an emergency message for their student or sponsors of various groups that wish to have an announcement should contact the school secretary before 2:45p.m. to allow adequate time for the message to be announced or delivered before the end of the school day.

The school telephones are for school business only. Students may use the phone only in case of an emergency (this does not include calling parents for forgotten items) or to notify parents if they must remain at school beyond the regular school day. Other plans or arrangements should be made at home by the student and parents/guardians prior to the school day. Students may use their cell phones with classroom teacher permission, during passing times and lunch time in accordance with board policy.

## Student Illness

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child.

If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Parents must complete an emergency information form for each child enrolled in the district. The form should list the family physician's name, where parents or responsible adult can be located, and any necessary emergency instructions. (Board Policy 5023)

If a child is well enough to come to school, the child is well enough to participate in the daily school program (including recess and P.E.). A school official may grant short-term non-participation (one to two days) if requested by parents. The building principal reserves the right to require a written excuse for non-participation at any time it appears warranted.

### **School Visits**

Parents/guardians are encouraged to visit school. Please check with the building principal and classroom teacher, regarding the best time to visit. We request that parents not plan visits during the first two weeks or the last two weeks of school.

All parents and visitors must buzz in (between 8:20 am and 3:35 pm) and enter and exit the building through the main doors during school hours. Before visiting a classroom, permission must be given through the school office. Visitors will be asked to sign in and will receive an identification tag, which they are required to wear throughout their time in the school building. Visitors must sign out in the office prior to leaving.

Brothers and sisters are permitted to visit if accompanied by parents, but we ask that they do not attend parties or field trips. Relatives or friends from other schools who wish to visit may do so for a period of time not to exceed 1/2 day. These visitors are to have advance approval from classroom teachers and the building principal.

If a child wishes to bring a pet to school for show and share time, he/she must ask the homeroom teacher for permission. An adult must accompany the child and pet to school, and the pet must be returned home immediately after sharing time. Animals may not be left at school all day.

### **Notice Concerning Staff Qualifications**

The Every Student Succeeds Act of 2015 gives parents the right to acquire information about the professional qualifications of their child's classroom teachers. Upon request, Wakefield Schools will give parents 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 of the teacher. You may also get information about other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a 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, Wakefield Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

### **Parental & Guardian Involvement in Educational Practices**

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
  - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
  - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
  - c. A parental request to review specific standardized and criterion- referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide NSCAS assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
  - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
  - b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
  - a. Building principals may excuse a student from any single school experience at the parent's written request.
  - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.

5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
  - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
  - b. State Assessments  
The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.
  - c. National Assessment of Educational Progress  
As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.  
  
The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least **three** days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.
7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
  - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
  - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey. (Board Policy 5018)

**Title I Parent Involvement Policy  
(District & School Building Combined)**

The school district will jointly develop with parents a School-Parent-Student Compact that outlines shared responsibility for improved student academic achievement.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirement of this part, and the right of the parents to be involved.. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure

student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination and integration with other Federal, State, and district programs, and evaluations of progress.

3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. This opportunity may include, but is not limited to, attendance at the annual Nebraska State Title I Parent Involvement Conference. The goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate. A goal of these parental activities is to provide parents with opportunities to participate in decisions relating to the education of their students where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

### **Notice of Policy on Opting Out of Assessments**

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at or can be viewed online by visiting: [www.wakefieldschools.org](http://www.wakefieldschools.org).

### **Communication**

Effective communication between home and school is crucial to students' educational success. Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. Both teachers and parents must work to communicate frequently about students' progress. Methods of communication include, but are not limited to, the school website, Facebook, parent-teacher conferences, e-mail, telephone contact, school visitation by parents and home visitation by teachers. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents prior to entry of the failing grade on the student's report card. Teachers must notify parents about unsatisfactory student work promptly and prior to the end of a grading period. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail, email or by personal contact.

The school calendar will provide opportunities for formal parent-teacher conferences. The conferences need not be limited to these days; they should be scheduled at times that will allow adequate time for an effective conference.

Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

### **Admission of Students**

Students shall be admitted to the school district who are:

- legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;
- approved for option enrollment pursuant to policy;
- approved as a foreign exchange student pursuant to policy; or
- legal residents of a district that has contracted with this district for their educational services.
- statutorily entitled to attend the schools of the district on a part-time basis pursuant to board policy.
- out-of-state students who have been enrolled pursuant to board policy.

Students who have been placed in a foster home within the school district are not residents of the district and will not be permitted to enroll unless the district has received a written determination from the Nebraska Department of Health and Human Services that it is in the best interests of the student not to attend his or her district of residence.

Except in adult education classes or when otherwise required by law, no student who is of 21 years of age or older, or who has earned a high school diploma or its equivalent will be allowed to be enrolled in or continue to attend school in the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy.

### **Admission of Part-time Students**

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a part-time basis; is enrolled for a limited number of credit hours needed to graduate; or is a student who resides in the school district but attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

### **Applicability of School Rules**

Exempt school students are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and teaching personnel. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course or course-related activity unless the course or course-activity requires their presence or the building principal approves their presence. Students who violate school policies, rules, or

directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

### **Extracurricular Sports and Activities**

Students who are enrolled in a private, denominational or parochial school may not participate in extracurricular sports and activities sponsored by the public school district if they participate in extracurricular sports and activities offered by the private, denominational or parochial school. Exempt school students may participate in extracurricular sports and activities if they are enrolled in at least 10 credit hours per semester. Exempt school students who are not enrolled in at least 10-credit hours may not participate in extracurricular sports and activities. All part-time students must meet all other eligibility requirements set by the board, administration and coach/sponsor prior to participating in the sport or activity. (Policy 5003)

### **Pregnant or Parenting Students**

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs.

## **1. Accommodations Regarding Attendance and Participation**

### **a. Generally**

Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

- 1) If the student cannot regularly attend classes, the provision of online courses;
- 2) The arrangement of meeting times with teachers;
- 3) If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
- 4) All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

### **b. Students with Disabilities**

For students with disabilities who have an IEP or Section 504 plan, the administrators, student's parents or guardians, and student if appropriate will collaborate with the student's educational team to coordinate accommodations consistent with state and federal law. As permitted by law, students may be entitled to accommodations as a result of pregnancy.

## **2. Accommodations Regarding Lactation and Breastfeeding**

### **a. Accommodations**

- 1) In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public.
- 2) Students who wish or need to express breast milk on a regular schedule will work with school administrators to create a schedule which accommodates the student's needs while facilitating education to the

maximum extent possible. In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the student discipline act.

- 3) The district will provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

**b. Educational Process**

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

**Attendance**

**Required Attendance**

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

**Mandatory Attendance Age**

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

**Exceptions**

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by temporary illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

**Discontinuing Enrollment – 5 Year Old Students**

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

**Discontinuing Enrollment – 16 and 17 Year Old Students**

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the



superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

### **Attendance Officer**

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

### **Tardies/Absences**

Students absent or planning on leaving school early must submit a note from parent/guardian stating reason for absence. Students arriving after the scheduled start time will be considered tardy. A meeting will be scheduled with the building principal to discuss solutions for students with excessive tardies.

Students (in grades 7-12) are allowed 7 absences per semester, per class period. If a student's absences go over the 7-absence limit, he/she may lose credit for the class. Notification of this situation will be sent to the parent or guardian by mail. If there are extenuating circumstances, the parent must submit a letter to the principal or guidance counselor with an explanation of the extenuating circumstance.

The accumulation of excessive amounts of tardies for any class per semester may be counted as absences.

Parents/guardians must notify the school by note or telephone before 8:10 am of a student's absence or tardiness. If the school is not notified, a call will be made to the parent/guardian or law enforcement to determine the child's whereabouts and safety. For parent convenience, voice mail will take calls prior to 7:45 am.

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

### **Excused Absences**

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student (a physician's verification is required after three (3) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student with a doctor's note
4. Death or serious illness of the student's family member with a note from parent/guardian
5. Appearance at court or for other legal matters with a court note.

**Excessive Absenteeism**

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer will file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

**Family Vacations**

Parents/guardians should notify the school at least one week in advance of family vacations planned during the school year. Students are responsible for getting and completing all work missed during the vacation. Absences due to vacations will count toward the absence limitations specified under Student Attendance. Families are encouraged to use scheduled school breaks for vacations whenever possible.

**School Attendance on Days of Scheduled Activities**

Students must attend all regularly scheduled classes on the day they participate in any student activity. Exceptions may be given by the school administration for pre-approved absences due to but not limited to funerals, verified medical appointments, and college visits.

**Leaving School during the School Day**

Students who must leave school for any reason during the school day must check out at the office. A sign-out sheet is available for this purpose. Students are only released to leave with permission from a parent or parent designee. When students return to school they are expected to sign back in. All school absence notes must be turned into the office.

**Make-Up Work**

Classroom work and assignments missed during an absence, regardless of the type of absence, must be made up unless special arrangements are made with the appropriate teacher(s). Students are responsible for obtaining make-up work and parents and siblings may make arrangements to pick up assignments, books or other materials by contacting the school office.

**Homework**

Homework consists of assignments made by teachers that students must complete during non-class time. Homework is intended to reinforce student learning of certain previously taught concepts and/or skills found in the written and taught curriculum.

Teachers are encouraged to assign homework and must use their professional judgment in determining the length, difficulty, and student readiness to proceed with homework assignments. Homework assignments shall be kept minimal on Wednesday nights, which is traditionally considered "family night" in the community.

**Bills**

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. with the secretary or bookkeeper's office. Any check for these payments should be made out to Wakefield Community School unless otherwise instructed pursuant to board policy, the district

will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

### **Books and Supplies**

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

### **Food Service Program**

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

#### **Breakfast**

The school will serve breakfast daily from 7:30am until 8:10am. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast.

#### **Lunch**

Lunch prices depend on the federal funding that the program receives.

#### **Payment for Meals**

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the office secretaries.

If a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy Meal" option, such as a plain sandwich, fruit and milk.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging for extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

#### **Collection of Delinquent Meal Charge Debt**

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

#### **Notice of Non-discrimination (USDA)**

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

reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found on-line at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

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

### **Closed Campus**

The school campus is a closed campus. All students shall remain on the school campus during the hours that school is in session unless released by the building principal or building principal's designee. The building principal or designee will release a student only upon confirming that the student has permission from a parent or an authorized adult. Nothing in this policy shall prevent the school from sending a student home when the student is ill.

### **First-Aid**

First-aid items are available in the classrooms and offices and may only be used by school staff. Students needing first-aid should ask for assistance from their classroom teacher or the nearest staff member.

### **Student Fees**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

### **Student iPad Insurance**

Students desiring to take school iPads home must purchase school insurance at a cost of \$50 per student, maximum of \$150 per family annually. The insurance will cover the cost of the first accident repair. Subsequent damage is the responsibility of the student as per the iPad handbook. Students electing to not take insurance will be allowed to check out their iPad daily through the technology lab. Time is provided before school, after school and during Trojan period to complete curricular assignments.

## **Student Fees**

### **A. Definitions**

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

### **B. Listing of Fees Charged by this District.**

#### **1. Guidelines for Clothing Required for Specified Courses and Activities**

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

#### **2. Safety Equipment and Attire**

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

#### **3. Personal or Consumable Items**

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

#### **4. Materials Required for Courses**

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

#### **5. Extracurricular Activities**

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students

with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

Student activity card	\$30 Covers admission to all home extracurricular events
Student participation fee	\$20 Required of all students who participate in athletics and/or other extracurricular activities
Future Business Leaders of America	Annual membership fee of \$20. Cost of attendance at State/National Conventions are the student's responsibility.
National Honor Society	Annual membership fee of \$20. Cost of attendance at State/National Conventions are the student's responsibility.
Football	Students must provide their own football shoes, undergarments, and mouth guards
Golf	Students must provide their own golf shoes, undergarments, and clubs
Physical Education	Students are responsible for the cost of off campus activities, if not graded.
Track, Volleyball, Wrestling & Basketball	Students must provide their own shoes and undergarments
FCCLA	Annual membership fee of \$20. Cost of attendance at State/National Conventions are the student's responsibility.
FFA	student must purchase their own FFA jackets, official dress and pay dues of \$40.

**6. Post-Secondary Education Costs**

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high

school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

**7. Transportation Costs**

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$10.

**8. Copies of Student Files or Records**

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such students. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of \$.10 per page for reproduction of student records.

**9. Participation in Before-and-After-School or Pre-Kindergarten Services**

The district may charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$300/month.

**10. Participation in Summer School or Night School**

The district may charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$200.

**11. Meal Charges for Food Consumed by Students**

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

**Breakfast Program – Grades Pre-K-12**

Regular Price .....	\$1.30
Reduced Price .....	\$0.30
Milk .....	\$0.30

**Lunch Program – Grades PreK-6**

Regular Price .....	\$2.25
Reduced Price .....	\$0.40
Milk .....	\$0.30

**Lunch Program – Grades 7-12**

Regular Price .....	\$2.70
Reduced Price .....	\$0.40
Milk .....	\$0.30

High School students desiring a second entrée(s) will be charged an additional 50 cents daily whether they elect to take one item or all the entrees offered for seconds. Additional milk is extra at a cost of 30 cents per carton.

**12. Charges for Musical Extracurricular Activities**

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

Band Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers

Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$100.

**13. Contributions for Junior and Senior Class Extracurricular Activities**

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class’s fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$0 to \$100.

**C. Waiver Policy**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.



#### **D. Distribution of Policy**

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

#### **E. Voluntary Contributions to Defray Costs**

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

#### **F. Student Fee Fund**

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

### **Confidentiality in Counseling and Guidance**

The school district provides students with a certificated school guidance counselor. Information that students provide to counselors is confidential but not legally privileged. The counselor will attempt to respect the privacy of student disclosures, but will share all relevant information with other education professionals as appropriate or as directed. The counselor will also contact parents and law enforcement officials as appropriate.

Records of the counseling relationship, including interview notes, test data, correspondence, tape recordings and other documents, are to be considered professional information for use in counseling, not part of the student's education record.

When a counselor is in doubt about what information to release, he or she should discuss the matter with the building principal or with the superintendent. (Board Policy 4058)

### **Academic Progress**

Student academic progress is evaluated on a daily basis using curriculum guidelines and appropriate assessments. In addition, Nebraska academic standards and nationally normed tests are used to evaluate student achievement.

Student academic achievement, effort, and social development is communicated to parents in a variety of methods:

- Report cards are issued at the end of each quarter (progress reports at mid-quarter for students in grades 4-12).
- Regularly scheduled Parent/Teacher conferences provide parents, teachers, and students with the opportunity to exchange information about student progress.
- Student portfolios, used to document individual progress and accomplishments, may be shared with parents.
- Informal communication with parents may include telephone calls, after-school meetings, weekly progress reports, and notes.

- Teacher must notify parents when student is in danger of failing prior to the end of the grading period.

### **K-3 Legend**

- 4-Exceeds grade level expectations
- 3-Met grade level expectations
- 2-shown growth/progress in this standard
- 1-Need intensive support with this standard

### **Grades 4-12 Legend**

- A – 94%-100%
- B – 87%-93%
- C – 77%-86%
- D – 70%-76%
- F – Below 70%; Failing

### **High School Grade Point Average (GPA)**

Your cumulative grade point average (GPA) will be computed after every semester in school. From this comes your rank in the class. Any student transferring into Wakefield High School will transfer his/her current GPA from the previous school.

### **7-12 Honor Roll**

To become an honor student, a student must have carried no grade below 87 percent and a grade of at least 94 percent in two or more of his/her solid subjects.

### **7-12 Honorable Mention**

To become an honorable mention honor student, a student must have carried no grade below 87 percent.

### **Academic Achievement Awards**

Each year students are eligible for a “letter” in academics. If the student continues to earn a letter in succeeding years, he/she will be given a gold bar to pin on the letter each year. In order to be eligible for the “letter”, the student must be on the Honor Roll three out of the four preceding quarters. If the student is not on the Honor Roll one of the quarters, he/she must at least be on the Honorable Mention Honor Roll during that quarter. The judging period will be from the fourth quarter of the previous school year through the third quarter of the current year. Students will become eligible for this award beginning in the fourth quarter of the seventh grade year. Letters will be awarded during Honors Convocation in the spring. This award was initiated by the 1984-85 Student Council.

### **Weekly Eligibility Policy**

In order to ensure a proper perspective between academics and the extra –curricular activities, the Wakefield Board of Education has adopted the following weekly eligibility policy. If any student in grades 7-12 is failing one or more classes on the first day of the school week he/she will be placed on academic probation for that week. If the student fails to raise his grades to a passing level (70% or better), the students will be declared ineligible for participation in extracurricular activities for the ensuing calendar week. The ineligible student will remain on the ineligible list, on a weekly basis, until such time the student’s grades are considered passing (70% or better). Conversely, if the student does raise his grades to 70% or better during the probationary week, the student will be declared eligible for participation.

Any music student who is academically ineligible will be allowed to participate in the large ensemble (choir or band) for a concert at Wakefield School. The music student will be excluded from all other performances, including but not limited to: small ensembles, solos, swing choir, glees. Conference choir or band, honor choirs and bands, pep band, and district music are considered extra events and will not be attended by an ineligible student.

The principal will have the authority to develop specific educational plans for students, in order to help students who appear on the probation/ineligible list. Examples of this may include required After School Program, students staying after on early-dismissal days to complete homework, etc.

### **Graduation Requirements**

The following is a brief guide, which should assist you in selecting courses for. You should consult with your parents, teachers, guidance counselor or the principal if you have questions regarding registration or graduation requirements.

One hour of credit is granted for each period an academic class meets each week e.g. a typical class meets once a day - five days a week - and five (5) hours credit for that class is granted for each semester. Two hundred forty (240) hours are required for graduation; of these, 180 hours must be in areas other than physical education and music. All classes are solid except PE and music.

The following credits are required for all students for graduation:

English	40 hours (9th, 10th and 11th plus 10 hours of an English course during 12th grade)
Math	30 hours (must include Pre-Algebra or Algebra)
Science	30 hours (must include Earth Science and Biology)
Social Studies	30 hours (must include Government, US History, and World History)
Speech	5 hours
Fine Arts	5 hours (Band, Vocal, or an elective from Art Department)
Physical Education	15 hours

All students are required to be enrolled in a minimum of seven courses per semester.

### **7<sup>th</sup> and 8<sup>th</sup> Grade Requirements**

All seventh and eighth graders are required to take English, math, science, social studies, vocal or instrumental music, family& consumer science 7-8, physical education, art, Spanish and Writing, industrial technology, and careers. Choir, band and athletics are available to seventh and eighth graders. Junior High students must pass three of their four required core academic classes to qualify for promotion (exceptions by administrative approval only).

### **Commencement Ceremony**

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

All students who are enrolled as members of the senior class at the end of a school year, whether students in the regular education curriculum or students with individual education plans,

shall be eligible to participate in the ceremony regardless of whether they have completed all graduation requirements. A student may participate in only one ceremony. Being permitted to participate in the ceremony does not constitute graduation, and only those students who have completed all graduation requirements prior to the ceremony will receive a diploma.

### **Grade Placement of Transfer Students**

Subject to a determination on grade placement based on the criteria set forth below, a student transferring from an accredited school will generally be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.

### **Elementary Level Students**

The appropriate level of placement for elementary level students may be determined by, but not limited to, consideration of the following information:

- Chronological age.
- Previous public school or private school experience.
- Diagnostic test data.
- Achievement test data.
- Criterion referenced test data.

### **Secondary Level Students**

The appropriate level of placement for secondary students may be determined by, but not limited to, consideration of the following information:

- Chronological age.
- Previous public school or private school experience.
- Standardized achievement test data.
- Criterion referenced test data.
- Final examination test data.
- Diagnostic test data.

A student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements to earn a high school diploma. Credits earned in grades 9-12 at an accredited school will be counted toward high school graduation requirements. Students who transfer from a home school and/or a non-accredited school may be awarded credits to be counted toward high school graduation requirements at the discretion of the building principal in consultation with the superintendent of schools. The principal will consider all the factors listed above and will also consider the student's performance on the district's internal benchmark tests.

The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a foreign country.

### **Student Records**

The school district shall maintain student records and reports as are necessary for effective administration and in compliance with the law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home and the like, and these items will not generally be maintained by the district.

Each building principal will assign responsibilities for the preparation and maintenance of pupil records and will establish rules and regulations regarding their storage and use in the building.

The Family Education Rights and Privacy Act (FERPA) provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the records they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. "School administrators" include attorneys, members of law enforcement acting on behalf of the school district as well as third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

### **Field Trips**

The board encourages instructional staff to incorporate field trips off school property for educational enrichment. These trips should normally be conducted during the school day.

#### **1. General Conditions**

All trips must be pre-approved by the teacher's building principal. Field Trips, in-state or out-of-state require Superintendent or designee approval. Out-of-state overnight trips require pre-approval by the board. The superintendent and principals will develop guidelines for approval of trips and communicate those guidelines to teaching staff.

#### **2. Parental Permission**

Each student must submit a signed parental permission slip prior to being allowed to attend a field trip. A new permission slip must be submitted for each trip. A

student's parent or caregiver: as the term is defined in the Nebraska Strengthening Families Act, shall be permitted to sign parental permission slip. The signed permission slip must be given to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips.

### **3. Supervision**

Sponsoring teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. Whether paid staff or volunteers, chaperones are prohibited from drinking alcoholic beverages of any kind at any time during any field trip. All chaperones must be at least 21 years of age. Any chaperone who drives students must possess a valid driver's license. Chaperones who drive students in private vehicles must possess adequate insurance coverage. Chaperones do not have any property right in or to a chaperone assignment. The school district may deny or terminate a chaperone assignment for any reason that is not unconstitutional or unlawful. The superintendent's decision shall be final.

### **4. Student Conduct**

Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

### **Dress Code**

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards.

Students are prohibited from wearing the following attire;

- Bare feet (some type of footwear must be worn)
- Undergarments (bras, underwear) should not be able to be seen
- Strapless garments Visible shoulder straps must be at least one inch wide (no tube tops, crop top shirts)
- Any clothing that could cause damage to others or school property
- Two-piece outfits must touch at the middle when standing and sitting
- Pants should not be worn too low
- Clothing that shows cleavage, or is too revealing
- Shorts, skirts and dresses should be of an appropriate length (rule of thumb for length: the location of the fingertips when standing normally)
- Bare midriff (belly button) styles, see-through and low cut blouses, halters, tank tops or thin strapped tops (spaghetti straps)
- Clothing, jewelry, or body art that advertises or promotes alcohol, tobacco, illegal drugs, or weapons
- Clothing, jewelry, or body art that is gang related, exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar language or pictures
- Hats, caps, bandanas, and hoods
- Sunglasses, gloves or chains hanging or attached to pants or shorts
- Clothing with holes above the "fingertip length" that expose flesh or underclothes
- Pajama pants
- "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
- Anything that has the potential to cause a distraction or a disruption to the educational process, or that is dangerous to the health and safety of anyone, is prohibited

1. Students are expected to comply with the Dress Code.
2. Any school employee who notices a violation of the Dress Code may inform the student of the violation and ask them to change their clothing, or send them to the office.
3. Violations of the Dress Code will result in disciplinary action, including but not limited to: requiring a change of clothes, detention, or suspension. If a dress code violation is also determined to violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity), the violation may result in other disciplinary measures.
4. Although the information listed in the Dress Code is detailed and specific on many topics, it 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.
5. The administration reserves the right to make decisions and make rule revisions at any time to assure the well-being of all students. Should a situation or circumstance arise that is not specifically covered in this Dress Code, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.
6. 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.

## **Student Discipline-Code of Conduct**

### **General Discipline Philosophy**

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away) or any time while on school or district property.

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each incidence of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, band, chorus, and club activities are governed by the Student Extracurricular Activity Code of Conduct. Students who are involved in extracurricular activities may face consequences related to the activity that are different from or in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Administrative and teaching personnel may take actions regarding student behavior that 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 or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for imposition of student discipline

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

### **After School Sessions & Detentions**

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given 24-hour notice of after-school time or a detention so that parents may make plans to pick up the student the following day.

- After-school session will not exceed 60 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences p to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions are up to 60 minutes, served in the central office or the detention room designated by the building principal

### **Saturday School**

The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:30 AM to 12:30 PM in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action.



### **In-School Suspension**

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to 7 hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-school Suspension will face further disciplinary action.

### **Emergency Exclusion**

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

### **Short-Term Suspension**

The Principal or the Principal's designee may exclude students 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 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 applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed 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 he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal 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 ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete class work, including but not limited to examinations, under the following conditions: work made up is not to exceed two days without administrator approval.

### **Weapons and/or Firearms**

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

### **Long-Term Suspension**

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

## Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless 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. **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.
3. **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/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

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

The following conduct constitutes 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 (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful 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 53-103.02 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*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person 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 that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. 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; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
  - a. 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;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;

- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in initiations, defined as any ritualistic expectations, requirements or activities placed upon new members of a school organization, for the purposes of admission into the organization, even if those activities do not rise to the level of "hazing" as defined by law. Initiations are prohibited except by permission of the superintendent.
- i. Engaging in Hazing as defined by state law and this policy is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genital of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. for purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restriction on personal hygiene; yelling, swearing and insulting new members or rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault.
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m. Using any object to simulated possession of a weapon; and
- n. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

### **Due Process Procedure**

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The 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, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
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. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy.

The student shall be entitled to a hearing but the consequence 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.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. §79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

### **Reporting Requirement to Law Enforcement**

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

### **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 school district 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. However the student may not be compelled to testify. A student's refusal to testify may not be used to discipline him/her at a later date nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. **Availability of Witnesses.** The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. **Record.** The proceedings of the hearing shall be recorded at the expense of the school district.
9. **Findings.** Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. **Review by Superintendent.** The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be

imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.

11. **Notice of Determination.** Written notice of the findings and recommendations of the hearing officer and the Superintendent's determination 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 Superintendent's determination 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. (Board Policy 6024)

## **Emergency Exclusion**

### **Grounds for Emergency Exclusion**

Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

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



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

### **Extension of Exclusion**

In the event it is appropriate to consider the extension of an emergency exclusion (exclusion) of a student for more than five school days. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of exclusion beyond five days, such consideration shall be considered according to the procedures set forth below.

1. **Notification of Student's Parent(s) or Guardian(s).** The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.
2. **Opportunity to Request a Hearing.** The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.
3. **Failure to Request a Hearing.** If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.
4. **Appointment and Qualifications of a Hearing Examiner.** If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.
5. **Hearing Examiner's Notice to Parent(s) or Guardian(s).** The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five school days after the school district receives the initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.
6. **Continued Exclusion.** If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.
7. **Examination of Student's Records and Affidavits.** Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.
8. **Attendance at Hearing.** The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.
9. **Student's Witness(es).** The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

10. **Right to Know Issues and Nature of Testimony.** The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.
11. **Presence of Student and Witnesses at the Hearing.** The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify.
12. **Sworn or Affirmed Testimony.** The principal or his or her designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation, and may be questioned.
13. **Hearing Examiner's Report and Recommendations.** The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.
14. **Superintendent's Decision.** The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

### **Saturday School**

Saturday School may be assigned for but not limited to the following reasons: missed detentions, some unexcused absences, excessive tardies, incomplete assignments and/or disciplinary infractions determined by the school principal. Schoolwork or assigned activities will be performed at this time. "Saturday school" may be held evenings or days when school is not in session.

### **Student Bullying**

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing patterns of physical, verbal or electronic abuse." The District's administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyber bullying behaviors.

### **Disciplinary Consequences**

The disciplinary consequences for bullying behavior will depend on the severity, frequency, duration, severity and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day

operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

### **Bullying Based on Protected Class Status**

Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's anti discrimination policies.

### **Support for Students Who Have Experienced Bullying**

Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

### **Bullying Prevention and Education**

Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying and bullying prevention.

### **Cell Phones and Other Electronic Devices**

Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker room or restrooms. Students must comply with each teacher's classroom rules regarding cell phone use in class. "Electronic device" includes i-pods, i-pads, laptops and any other device that stores and communicates data by electronic means.

By bringing electronic devices or cell phones to school, students consent to the search of said devices by certificated school staff when the staff determines that such a search is reasonable or necessary.

Students may use cell phones or electronic devices while riding in school vehicles provided they have express permission to do so from the supervisor or driver of the vehicle.

Students shall be personally and solely responsible for the security of their cell phones, and other electronic devices. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone or any other electronic device.

Students who violate this policy will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school

grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries

### **Lockers and Other School Property**

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

### **Computer Usage and Internet Guidelines**

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

#### **1. Student Expectations in the Use of the Internet**

##### **A. Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

##### **B. Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use email, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in online auctions, online gaming or music sharing systems including, but not limited to, Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.

8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

## **2. Enforcement**

### **A. Methods of Enforcement**

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

### **B. Consequences for Violation of this Policy**

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
  - a. Loss of computer privileges;
  - b. Short-term suspension;
  - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  - d. Other discipline as school administration and the school board deem appropriate.

### **3. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.**

#### **Protection of Students**

##### **1. Children's Online Privacy Protection Act (COPPA)**

- a. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
- b. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes.

##### **c. Education About Appropriate On-Line Behavior**

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
  - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
  - b. Cyberbullying awareness and response.
3. The School District's Technology Coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

#### **Copyright and Fair Use**

The school district complies with federal copyright laws. Student must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review Copyright for Students found at <https://www.whishostingthis.com/resources/student-copyright>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following website: <https://www.loc.gov/teachers/usingprimarysources/copyright.html>.

#### **Books & Fines**

Textbooks are supplied at no cost to students and are checked out by the teacher in each class. Students are responsible for checking in the textbook (showing only normal wear) at the end of the term. Damage to books such as torn pages, broken covers, ink or pencil marks, etc. are subject to a fine at the discretion of administration.

#### **Recess/Outside Temperature Guidelines**

Outside recesses are required throughout the year for all elementary students. They are expected to wear adequate clothing and boots for cold and wet weather. Please mark all outdoor clothing for identification. Building administrators make the final decision as to whether

students remain outside or in the building due to a variety of playground and weather conditions, including:

- When weather is raining or snowing heavily.
- When the temperature or chill factor is 0° F.
- When lightning or approaching storm is in the immediate area.

Parents may send a note to have a child remain inside at recess for one day if a child is returning from an illness or another related reason. A doctor's note is required for an extended (more than one day) indoor recess.

### **Bicycles**

Bicycles may be ridden to and from school. Parents are responsible for student safety during those trips. For the safety of all children, bike riders must dismount their bicycles while on school property and while crossing school intersections. The school is not responsible for damage to, or the theft of, bicycles brought to school.

### **Student Driving and Parking**

Students who drive to school are required to park their vehicles and leave them unoccupied until it is time to drive home. The speed limit on school property is 5 miles per hour. Students may not drive or have access to their vehicles during the school day without the express permission of their building principal or the superintendent of schools.

Students are to park appropriately and in the assigned areas on school property. Student parking shall not be permitted in bus loading zones. When the buses are loading or unloading, all vehicles must stop and wait for the loading or unloading process to be completed.

By driving a vehicle to school, parking on property, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules.

### **Pupil Transportation**

It is the goal of the school district to provide safe, comfortable and reliable transportation for bus-riding school children.

#### **1. Emergency Procedures**

##### **A. Mechanical breakdown**

In the event of a mechanical breakdown, the driver will:

1. Stop the bus in a safe location
2. Keep passengers in the bus, if it is safe to do so
3. Take steps to warn motorists, by activating hazard lights and placing emergency triangles
4. Radio or call for assistance

##### **B. Injuries/Medical Emergencies**

If a student is seriously injured or suffers from a medical emergency, the driver will stop the vehicle at the first safe opportunity. The bus driver will provide emergency medical assistance in accordance with the driver's first aid training. The bus driver will notify the school district of the emergency using the radio or other communication equipment. The district will then summon emergency medical services by immediately calling 911. If the bus driver cannot reach the district, the driver should send an adult or a responsible student to a telephone to call 911 and then the district.

### C. Severe Weather

#### 1. TORNADOS

If a driver determines that there is likelihood that a tornado will hit a vehicle, and there is not an escape route available or time to drive to a safe location, the driver will evacuate the bus, taking only the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the vehicle far enough away from the vehicle so that the bus will not roll over on the students. The driver should instruct students to cover their heads with their arms. If the students are wearing coats or jackets, they can be used to provide additional protection for their heads and bodies. If there is no time to evacuate the students after stopping the vehicle, the driver should have the students remain in their seats and assume a protective position with their heads below window level.

#### 2. WINTER WEATHER

If the school district determines that a bus route is too dangerous to drive due to winter weather conditions, the district will cancel bus service on that route. This decision will be announced via local radio stations, Blackboard Connect and TV stations on the affected day.

Parents must ensure that students are appropriately dressed for winter conditions. Students shall not wait for a school bus in winter weather for more than 15 minutes past the scheduled pick-up time. If the bus has not arrived by that time, pupils are to return to their homes or to another place of shelter that the student and his or her parent have prearranged.

### D. WEAPONS, HAZARDOUS SUBSTANCES AND DANGEROUS CONTRABAND

If a driver discovers that a passenger may have a weapon, hazardous substance or other dangerous contraband on the bus, he or she should remain calm and call for assistance. The driver should give the location of the bus to the dispatcher, continue the route and wait for assistance. The driver should not inform passengers of the presence of the weapon or other contraband.

### E. TERRORISTIC THREAT

If a driver receives a terroristic threat that he or she deems credible, he or she will notify the school district of the threat using the radio or other communication equipment. After consulting with school officials, the driver will determine whether the threat requires evacuation of the bus. The school will promptly notify the authorities of the threat.

For purposes of this policy, a terroristic threat is a threat to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of the bus or in reckless disregard of causing such terror or inconvenience.

### F. EMERGENCY INCIDENT REPORTS

Bus drivers will provide written documentation of any of the emergency events specified in this policy by completing the incident form attached hereto. This documentation must be submitted to the school administration within 24 hours of the event.

## 2. Drop-off

Drivers will drop students off at a location pre-determined through communication between the school district and parents/guardians. In the event the drop-off location is



uncertain or appears to be unsafe, the driver will communicate with school staff in the building to seek additional guidance.

In no event will a driver drop a student off in a location which in the reasonable judgment of the driver appears to be unsafe. Drivers who believe the drop-off location to be unsafe shall release students directly into the custody of a parent/guardian or shall return students to their school building.

### **3. Evacuation of Students With Disabilities**

The Transportation supervisor, in consultation with bus drivers and members of the administrative team, shall develop a written emergency evacuation plan for each bus route. The plan shall include an assessment of each student's ability to evacuate himself or herself as well as his or her ability to assist others. Disabled students should practice their evacuation skills as required of their non-disabled peers if possible during evacuation drills. Students or other individuals who will be assisting disabled students evacuate during emergencies should practice this skill during evacuation drills. Drivers or students who will be assisting with the evacuation process should be familiar with any equipment on the bus that would aid in the actual evacuation.

### **4. Student Behavior on School Vehicles**

Riding the school bus or school vehicle is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding on the bus.

Rules of Conduct on School Vehicles:

- A. Students must obey the driver promptly.
- B. Students must wait in a safe place for the bus or school vehicle to arrive, clear of traffic and away from where the vehicle stops.
- C. Students must arrive at the bus stop before the bus is scheduled to arrive. The bus driver will not wait for tardy students.
- D. Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- E. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- F. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- G. Students are prohibited from throwing or passing objects on, from, or into vehicles.
- H. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- I. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- J. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion.
- K. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- L. Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- M. Students must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident

- N. Student must respect the rights and safety of others at all times.
- O. Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
- P. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- Q. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

## 5. Consequences

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include:

- A. Note home to parents
- B. Suspension of bus riding privileges
- C. Exclusion from extracurricular activities
- D. In-school suspension
- E. Short term or long term suspension from school
- F. Expulsion

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

## 6. Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement. (Board Policy 5044)

## Routine Directory Information

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier

cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district in writing that they do not want this information disclosed without their prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who OBJECT to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1st.

### **Non-Directory Information**

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of Personal Identifiable Information from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any disclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

### **Transfer of Records Upon Student Enrollment**

Upon request, the school discloses education records without consent to official of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

### **Complaints**

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, D.C. 20202-4605

### **Safety Drills**

Fire, tornado, bus, and crisis drills are held on a regular basis. In cooperation with the Wayne & Dixon County Sheriff's Departments and Fire Departments, a district Crisis Plan has been established for each attendance center. In case of an emergency, teachers and students may be evacuated from the school and taken to an alternative site. In the event of a safety concern, appropriate communication will be distributed to district patrons through varying forms as determined by the district safety team. Please do not come to the school or tie up the school's telephone lines with incoming calls during this time

### **Student Assistance**

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher or principal. If appropriate, the teacher/principal may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

### **Student Government**

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

### **Drug Free Schools**

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Section prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

### **Dating Violence**

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle, at a school activity or otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies. The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

## **Sex Discrimination & Sexual Harassment of Students**

### **Sex Discrimination**

The district prohibits discrimination on the basis of sex in any educational program or activity except when it is necessary to accomplish a specific purpose that does not impinge upon essential equality or fairness in the treatment of students or employees. Any individual who believes he or she is being discriminated against on the basis of race, color, national origin sex, marital status, disability, or age may seek relief by filing a complaint pursuant to the board's complaint policy or contacting the district's Title IX coordinator.

### **Sexual Harassment**

Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment of its students, even when the affected student does not complain to the faculty or the administration. Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment behavior has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment. A student who feels he or she has been sexually harassed should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, principal or counselor with whom she or he feels comfortable. Retaliation against student who make good faith reports of sexual harassment is prohibited.

### **Disciplinary Decisions**

A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observation of educators, or any other credible evidence. Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct.

### **Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with appropriate school personnel in an effort to resolve problems. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below:

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

### **Complaint and Appeal Process**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However,

- the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
    - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
    - b. Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.
    - c. Complaints about the superintendent of schools should be submitted to the president of the board of education.
    - d. Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268 -0599.
  3. When a complainant submits a complaint to an administrator, or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
    - a. Determine whether the complainant has discussed the matter with the staff member involved.
      - i. If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
      - ii. If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
    - b. Strongly encourage the complainant to reduce his or her concerns to writing.
    - c. Interview the complainant to determine:
      - i. All relevant details of the complaint;
      - ii. All witnesses and documents which the complainant believes support the complaint;
      - iii. The action or solution which the complainant seeks.
    - d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
  4. If either the complainant or the accused party is not satisfied with the building administrators decision regarding a complaint he or she may appeal the decision to the superintendent.
    - a. This appeal must be in writing.
    - b. This appeal must be received by the superintendent no later than ten (10) business days from the date or the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

- c. The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complainant involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received the written appeal.
- 5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.
  - a. This appeal must be in writing.
  - b. This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d. The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e. There is no appeal from a decision of the board.
- 6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall:
  - a. Determine whether the complainant has discussed the matter with the superintendent.
    - i. If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent.
    - ii. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b. Strongly encourage the complainant to reduce his or her concerns to writing.
  - c. Determine, in his or her sole discretion, whether to refer the matter to the board of education for consideration at a regular or special meeting.
  - d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.
- 7. NO Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.
- 8. BAD Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution or (c) for the purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is not appeal from dismissal made pursuant to this section.

## **Special Rules Regarding Education Services and Related Services to Students with Disabilities**

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Right adopted by the board of education.

Complaints about the educational services provided to a student who is suspect of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

## **Police Questioning Students**

The school district and its administrators and staff desire to maintain a positive working relationship with law enforcement officers and other representatives of governmental bodies in the discharge of their duties. However, this desire must be balanced against other equally important factors such as a student's legal rights, ensuring that a student's time spent in school is for education, and acknowledging that the school stands *in loco parentis* to the students.

"Law enforcement officer" means police officers, county sheriffs, state patrolmen, Health and Human Service workers, Child Protective Services workers, Office of Juvenile Services workers, probation officers, U.S. Immigration and Customs Enforcement (ICE) agents, Federal Bureau of Investigations agents, or any other government investigatory workers.

"Parent" means the biological or adoptive mother or father, guardian, responsible relative, or any other person who has claimed legal or actual charge or control of the student pursuant to Nebraska law or Title 92 Nebraska Administrative Code Chapter 19.

Law enforcement officers are encouraged whenever possible to talk to a student away from the school before or after school hours so as to cause as little disruption as possible to the student's education.

Law enforcement officers may be called to the school at the request of school administration, or they may initiate contact with the school for their own purposes. Contact between the school and law enforcement officers on matters involving students shall be made through the office of the superintendent or building principal and the law enforcement officer. All reasonable



attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's and school's education program. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.

School staff shall promptly notify the superintendent when a student is questioned, arrested, or removed from school grounds by law enforcement officers.

### **School Related Criminal Activity**

This section applies to alleged or suspected criminal activity that 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.

Law enforcement officers will be allowed to contact and question students at school regarding school related criminal activity as provided below.

The building principal must be notified before a student may be questioned in school or taken from a classroom by law enforcement. The building principal should request identification of the officers, their affiliation with the identified law enforcement agency, and whether their purpose is to interview, interrogate, or take custody of the student.

The building principal will make reasonable attempts to contact a student's parent for their consent and/or presence before the student is interviewed. In the event that a parent cannot be contacted after reasonable attempts, the student will be questioned only if the law enforcement officer identifies emergency circumstances requiring immediate questioning. A building principal or designee shall be present for such questioning. The student will be brought to a private room and the contact will be made out of sight of others as much as practicable.

If the student is suspected of criminal activity, it is the responsibility of the law enforcement officer to advise a student of his or her rights against self-incrimination.

If at any time the district's representative believes that the questioning is being conducted in an inappropriate manner and clearly contrary to the rights of the student, then the representative shall request that the law enforcement activities cease. The building principal will also make another attempt to contact the student's parent.

The building principal shall document steps taken to notify parents, summarize the law enforcement activities, identify the actions taken by the District on behalf of the student, and any further contacts with law enforcement officer.

### **Non-School Related Criminal Activity**

Law enforcement officials may not question students at school unless parental consent is obtained or the law enforcement authorities have a warrant or court order.

### **Taking a Student into Custody**

Law enforcement officers seeking custody of a student must contact the superintendent or building principal. The principal will request the arresting law enforcement officer to provide a copy of the arrest warrant, written parental consent, court order, or other document giving authority to take the student into legal custody. If there is no document presented, the principal

should obtain the officer's name, badge number identifying the law enforcement agency, date, time, the reason for the arrest, and the place to which the student is reportedly being taken. Whenever practicable, the arrest or release of the student should be conducted in a location and in a manner that minimizes observation by others.

When a law enforcement officer removes a student from the school, the building principal will take immediate steps to notify the parent about the student's removal and 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.

### **Child Abuse and Neglect**

When law enforcement officers seek to investigate reports of alleged child neglect or abuse regarding a student, the building principal shall obtain a proper identification from the authorities or officials. If a student interview is conducted on school grounds, the building principal or designee and such other school personnel as appropriate shall observe the interview.

If the law enforcement officer decides to remove the student from school, school officials shall provide the law enforcement authorities with the address and telephone number of the student's parent or guardian. The principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign a statement certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of NEB. REV. STAT. § 79-294.

### **Student Records**

Student records will be shared with law enforcement officers only as allowed by state and federal law.

### **Use of Sniffer Dogs**

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in Policy 3045.

### **Notice To Students and Staff**

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

## **Threat Assessment and Response**

The board of education is committed to providing a safe environment for members of the school community. Students, staff, and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment

1. **Obligation to Report Threatening Statements or Behaviors**  
All staff and students must report any threatening statements or behavior to a member of the administration. Staff and student must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or threatening behavior occurred.

### **THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.**

2. **Threat Assessment Team**  
The threat assessment team (team) shall consist of the superintendent of schools, building principals, school counselors, school psychologist and school nurse. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.
3. **Threat Assessment Investigation and Response**  
All reports of violent, threatening, stalking, or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team

4. **Communication with the Public about Reported Threats**  
To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication

sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

### **Video Surveillance and Photographs**

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 and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, student are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits student from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and Angel Sense devices

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

### **Immunizations**

#### **1. General Rule**

- a. Each student wishing to enroll in the school district is required to show proof of adequate immunizations for measles, mumps, rubella, varicella (chicken pox), poliomyelitis, diphtheria, pertussis (whooping cough), hepatitis B, and tetanus prior to enrollment. All other immunizations required by the State of Nebraska, in addition to the above, must be followed.
- b. The district is not responsible for the cost of such immunizations.
- c. Any student who does not comply with this policy shall not be permitted to continue attending school.

#### **2. Exceptions**

- a. Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for thirty (30) days without the necessary immunizations.
- b. Immunization shall not be required if the student's parent or guardian submits one of the following to the superintendent of schools:
  - A statement signed by a medical professional stating that

the required immunization would be injurious to the health and well-being of the student or any member of the student's household.

- An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.
- c. Students who are exempt from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease among the school population.

### **Health Practices**

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled Methods of Competency Assessment of School Staff Who Administer Medication), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

1. Prescription medication
  - a. Parents/guardians must provide a physician's written authorization for the administration of the medication.
  - b. Parents/guardians must provide their own written permission for the administration of the medication.
  - c. The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.
  - d. Asthma / Allergy: Parents/guardians must complete the Asthma/Allergy Action Plan (2 forms).
2. Non-prescription medication
  - a. Parents/guardians must provide written permission for the administration of the medication
  - b. The medication must be brought to the school in the manufacturer's container.
  - c. The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

## **Illnesses & Communicable Diseases Guidelines and Recommendations**

### **School Guidelines:**

1. If a child comes to the nurse's office and complains of not feeling well and has a temperature of 100.0 or above, your child will be sent home from school.
2. Chicken Pox - Chicken Pox is a highly contagious disease. If your child comes down with Chicken Pox, he/she will not be allowed to return to school until 7 days from the time they broke out.
3. Head Lice - Students found to have head lice or louse eggs or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately. Students will not be permitted to return to school until the district finds that no live lice or eggs, nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined. The student cannot ride the school bus until the district has cleared the student to return to school. (Board Policy 5062)
4. The school nurse will then check everyone concerned with head lice again. All washable clothes, coats, hats, bed linens, afghans, throw pillows, etc., should be washed in hot water and dried on the highest dryer setting. Carpets and upholstered furniture should be vacuumed. Non-washable items should either be dry-cleaned or wrapped in a plastic bag for 10 days.
5. Impetigo - Red lesions, often with scab and discharge. Highly contagious. If noted on your child, you will be asked to remove him/her from school. He/she may return to school as soon as prescribed antibiotic salve is applied to the area. A doctor's prescription is required for Impetigo treatment. If the area does not improve dramatically in 2 to 3 days, your child will need an internal antibiotic medication prescribed by your doctor.
6. Conjunctivitis (Pink Eye) - If noted on your child, we will ask that you remove your child from school. He/she may return as soon as he/she is on medication - a prescription from your doctor. Please bring a doctor's note or a prescription medication to the office when you come back to school.
7. Children with communicable diseases such as head lice, chickenpox, measles, mumps, and rubella will be excluded according to Title 173 - Nebraska State Department of Health and Human Services guidelines. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call Mrs. Angie Borg (402) 287-9892
8. Ringworm-Fungal infection appearing as scaly oval lesions of the skin. Treatment needs to be started and area must be covered.

### **Recommendations:**

1. If your child has any of these symptoms: above-normal temperature (100° or more), upset stomach, headache, earaches, diarrhea, sore eyes, cough, rash or skin eruptions, and/or pain or swelling, it is best to keep them home until consulting with your physician. Students may return to school when they are fever and symptom-free for 24 hours.
2. Students habitually absent due to illness may be required to provide the school with a doctor's written excuse for each absence.
3. Absences due to illness will count toward the absence limitations.

### **Eye Exam**

All students enrolling in kindergarten or transferring into the school district from out-of-state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse or optometrist, which consist of testing for amblyopia, strabismus and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. They must provide evidence of the vision examination within sixty days after the student's enrollment. Any parent(s) or guardian(s) who object to a vision examination must submit a signed and dated refusal form to the school. Parents or guardians who wish to receive information regarding free or reduced-cost visual evaluations may contact Kids Connection at (877)-NEB-KIDS or the Nebraska Optometric Association at (800) 766-4466. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

### **Homeless Children and Youth**

Homeless students generally include children who lack a fixed, regular and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students of if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services or which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Mrs. Lori Harding, who may be contacted at (402) 287-2012.

### **504 Plan**

The school district will provide appropriate services to all children who qualify for them under Section 504 of the Rehabilitation Act of 1973.

1. Complaints concerning entitlement to student services under Section 504 should be filed with the school district's 504 Coordinator. All complaints must be in writing and signed by the person making the complaint. The 504 Coordinator may be contacted at: Mr. Jerad Wulf, Elementary Principal, 802 Highland Street, PO Box 330, Wakefield, Nebraska 68784, (402) 287-9892.
2. The coordinator will conduct an initial review of the complaint and attempt to effect a resolution. If the coordinator cannot resolve the complaint, the complaining party will be so advised in writing. In reviewing the complaint, the coordinator will meet with the complaining party, the complaining party's representative(s), and appropriate school district personnel including, but not limited to, the child's teacher(s) and school counselor.
3. If the coordinator does not resolve the complaint, the parties may agree to consult with a mediator from the Department of Education.
4. If the parties are unable to resolve the complaint through mediation, the party filing the complaint will be advised of the right to file the complaint with the Office of Civil Rights, U.S. Department of Education, Region VII, Kansas City, Missouri, or to initiate judicial remedies as permitted by law.
5. All meetings that the complaining party is to attend shall be scheduled at a time convenient to both the complaining party and the coordinator.

### **Student Insurance**

The school district is not an insurer of student safety, and parents are encouraged to secure insurance covering their students' healthcare needs, including catastrophic coverage for injuries which may be sustained while participating in athletics or other extracurricular activities.



## Extracurricular Activities

### Code of Conduct

Students are encouraged to participate in Wakefield Community School's extra-curricular activities. Participation in activities is a privilege, which carries with it responsibilities to the school, team, student body, and community. Participants are not only representing themselves, but also their school and community.

### Activities subject to the Code of Conduct

Extracurricular activities shall include, but are not limited to: all athletics, Speech, FCCLA, FBLA, FFA, STUCO, Play Production, and National Honor Society. Activities under these guidelines shall also include Homecoming (including coronation and dance), Prom (including the grand march and dance), Post Prom, the Athletic Banquet, and the band/music trip. Music students will be under the Code of Conduct guidelines for solo or small group performances, but shall be allowed to participate in large group performances (such as home pep band events, or home concert events) since these are part of their academic grade for those classes. Students participating in activities are representing our school and subject to additional voluntary guidelines in order to be involved in the activity. General student discipline guidelines still apply.

### Extracurricular Drug Testing Program

The school district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 7-12 shall be subject to mandatory and random testing for the presence of alcohol or illegal drugs. Consequences will include suspension from activities for a specified number of school days. The suspension will include weekends and holiday breaks that occur during the specified span of school days. School days shall be considered to be day's school is in session during the normal school year, as per the approved school-year calendar. In the case in which the school year comes to an end before the activity suspension has expired, the consequence will carry over to the following school year.

#### 1. Purpose of Random Drug Testing

- a. The school district has recognized that observed and suspected drug and alcohol use and abuse has increased among the student population, including students participating in extracurricular activities.
- b. The school district seeks to provide safe, drug-free schools.
- c. The school district seeks to deter the use of illegal and prohibited drugs and alcohol among students.
- d. The school district recognizes that students who use illegal and prohibited drugs pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.
- e. The school district finds that the drug and alcohol problem among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs and alcohol.

2. **Notice.** Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy. This policy may also be included in the student handbook.

3. **Drug Testing Coordinator.** The Drug Testing Coordinator shall be the Superintendent or his or her designee unless otherwise indicated.

4. **Extracurricular Activities.** This policy applies to any activity that meets the guidelines of an extracurricular activity at the school district which includes but is not necessarily limited to the following:

For grades 9-12:

Art Club, Baseball, Basketball, District Music Contest Participants, FBLA, FCCLA, FFA, Football, Golf, NHS, One-Act, Pep Band, Quiz Bowl, Speech Team, Student Council, Swing Choir, Track, Volleyball, Wrestling.

For grades 7-8:

Basketball, FBLA, FCCLA, FFA, Football, Student Council, Swing Choir, Track, Volleyball, Wrestling.

For testing purposes, an emphasis may be placed on activities that are currently “in-season” but the district may draw from the roster of other “out-of-season” activities as well.

5. **Students Who Are Required to Submit to Drug Testing**

- a. **Grades.** All students in grades 7-12 who participate in any extracurricular activity or competition are part of the pool subject to random drug testing.
- b. **Consent.** A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.
- c. **Selection Pool Eligibility.** Students shall remain in the selection pool for an entire school year from the date the consent form is received by the school district except that students who quit during the season or activity (prior to being selected for testing) or students who are cut from an activity will be removed from the testing pool. Students in grades 7 and 8 will be in their own selection pool, and students in grades 9-12 will be in a separate selection pool.
- d. **Withdrawal.** Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for 90 school days. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for 90 school days from the date the Withdrawal of Student from Activity form is received by the Drug Testing Coordinator.

6. **Drugs.** Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs present in their system. “Drugs” means:

- a. Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 *et seq.*
- b. Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
- c. Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in NEB. REV. STAT. § 48-1902(1).

7. **Testing Procedures**

- a. **Student Selection.** All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list may be submitted to the Drug Program Administrator (DPA).
- b. **Reasonable Suspicion Testing.** In addition to random drug testing, a student is subject to drug testing at any time when the Drug Testing Coordinator determines there is individualized reasonable suspicion based upon articulable facts to believe that the student has used a drug. The Drug Testing Coordinator will notify the student and take the necessary steps to schedule a test as soon as practicable.
- c. **Parental Request.** Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Parent(s)/guardians may also request that their student be subject to non-random drug screening. The school will arrange for the test as soon as practicable. The parent(s)/guardian(s) making a request under this subparagraph must submit a signed consent form and indicate which type of test is being requested. Any cost associated with tests administered as a result of parental request must be paid by the parent(s)/guardian(s) in advance of the test.
- d. **Type of Test.** The school district reserves the right to utilize breath, saliva, hair or urinalysis testing procedures. Urine and oral fluid samples which screen positive will be confirmed by GC/MS .Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).
- e. **Collection Site.** The Drug Testing Coordinator will designate the collection site at which student will provide specimens. The collection site may be off the premises of the school district.
- f. **Collection Procedures.** The school board will select a Drug Program Administrator (DPA). The DPA or school administration shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.
- g. **Drugs.** Students may be randomly tested for any drugs, including but not limited to alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, methamphetamines, marijuana, opiates, and phencyclidine.
- h. **Results.** The DPA shall notify the student and the Drug Testing Coordinator of any positive test after the initial screening. The Drug Testing Coordinator shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by an MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Testing Coordinator of the positive test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.

- i. **Request for a Retest.** A positive test will be saved by the MRO, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. A student's parent(s)/guardian(s) may request that the specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO (with a copy sent to the Drug Testing Coordinator) within 72 hours of being notified of the final testing result. The student and his or her parent(s)/guardian(s) must pay the associated costs for an additional test in advance. The costs will be reimbursed if the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.
- 8. **Negative Tests.** Students and their parents will receive verbal or written notice when the student's test result is negative.
- 9. **Consequences for Testing Positive.** Whenever the test results indicate the presence of drugs, Drug Testing Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Testing Coordinator shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows. At the end of each consequence period, the student must submit another test and the test must be negative before becoming eligible again. All offenses are cumulative in grades 7-8. Offenses that occur in grades 7-8 shall not count as offenses in grades 9-12. All offenses are cumulative in grades 9-12:
  - a. **First Offense**
    - i. The student may be required to attend practice.
    - ii. The student will be ineligible to publicly perform in any extracurricular activity for 30 school days. The day of the positive test result shall be the first day for counting purposes. In the case of the student admitting guilt prior to a positive test, the day of admission of guilt shall be the first day for counting purposes. In this case, the student will still be asked to submit a test.
  - b. **Second Offense**
    - i. The student may be required to attend practice.
    - ii. The student will be ineligible to publicly perform in any extracurricular activity for 60 school days. The day of the positive test result shall be the first day for counting purposes.
    - iii. The student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement into the extra-curricular activities program.
  - c. **Third and Subsequent Offenses**
    - i. The student will be ineligible to publicly perform in any extracurricular activity for 180 school days. The day of the positive test result shall be the first day for counting purposes.
    - ii. The student shall obtain a drug/alcohol counseling evaluation and follow said recommendations, at parents' expense.
    - iii. The student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement into the extra-curricular activities program.
- 10. **Refusal to Test.** A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall be deemed to have submitted a positive test.
- 11. **Tampering.** Tampering is the use of any agent or technique which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This

includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the Drug Testing Coordinator or the MRO determines that a student tampered with a drug test, the student shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for 180 school days.

The use of any such agent or technique shall be treated as a positive test for drugs prohibited by this Policy and shall be subject to the penalties set forth in Section 9 of this Policy.

12. **Maintenance of Records.** All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Testing Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.
13. **Appeal.** A student participating in extracurricular activities who has been determined by school district officials to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). The request for a review must be submitted to the Superintendent in writing within seven (7) school days of notice of the positive test. A student requesting a review will be deemed ineligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be final in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.
14. **Severability.** If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

### **Alcohol, Tobacco & Controlled Substances**

#### **Alcohol**

1. Students are not to be in possession of alcohol, may not consume alcohol or be in the presence of minors consuming alcohol.
2. Student is cited for substance abuse (MIP, DUI, DWI), or witnessed under the influence or in possession of alcohol by a certified staff.

#### **First Offense - Self-Reported**

1. The self-report guideline can only be used on a student's first offense.
2. Student must report the violation to a teacher, coach, or administrator by the following school day, practice day, or game day (whichever comes first).
3. The student may be required to attend practice.
4. The student will be ineligible to publicly perform in any extra-curricular activity for 15 school days. Suspension includes weekend activities that occur during the 15 school day span.

#### **First Offense – Non Self Reported**

1. The student may be required to attend practice.

2. The student will be ineligible to publicly perform in any extracurricular activity for 30-school days. Suspension includes weekend activities that occur during the 30 school-day span.

#### **Second Offense**

1. The student may be required to attend practice,
2. The student will be ineligible to publicly perform in any extracurricular activity for 60-School days. Suspension includes weekend activities that occur during the 60 school-day span.
3. Student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program.

#### **Third and Subsequent Offenses**

1. The student will be ineligible to publicly perform in any extracurricular activity for 180 school days. The date of the incident will be the first day for counting purposes.
2. Student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program.
3. The student shall obtain a drug/alcohol counseling evaluation and follow said recommendations, at parent's expense.

#### **Tobacco Offenses**

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

##### **First Offense**

10-School day suspension from activities, including weekend activities that occur during the 10 school-day span.

##### **Second Offense**

20-School day suspension from activities, including weekend activities that occur during the 20 school-day span.

##### **Third and Subsequent Offenses**

40-School day suspension from activities, including weekend activities that occur during the 40 school-day span.

#### **Controlled Substance Offenses**

Student is cited, or convicted of being in possession of, or under the influence of, or is found to have intent to sell or distribute any controlled substances or illicit drugs by school staff or law enforcement will result in suspension from any extra-curricular school activities for 180 school days. The date of the incident will be the first day for counting purposes. Student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program.

The coaches/sponsors and administrators will work together to determine the specific dates of sporting events or activities in which the students are deemed ineligible.

**School-Parent - Student Compact**  
**Wakefield Community School**  
**2019-2020 School Year**

The Wakefield School District and the parents of students participating in activities, services, and programs funded by Title 1 agree that this Compact outlines how the parent, 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 that will help children meet or exceed the District's standards.

**School Responsibilities:**

- Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.
- Consider the promises made in the Compact at parent-teacher conferences
- Provide parents with progress reports as requested pursuant to district policy. Communicate and work with families to support student's learning.

**Parent Responsibilities:**

I as a parent, will support my child's learning in the following ways:

- Value and support my child's attendance at school;
- Ensure that homework is completed
- Promote positive use of my child's extracurricular time;
- Participate in parent groups that support the district's students;
- Endeavor to stay informed about my student's progress and request updates as needed.

**Student Responsibilities:**

I, as a student will share the responsibility to improve my academic achievement in the following ways:

- Cooperate with my teachers in school and be responsible for my behavior;
- Complete all of my homework assignments on time;
- Participate to the best of my ability in all of my classes;
- Participate in extracurricular activities which will help me become a better student and stay active in my school and community;
- Let my teachers and family know when I need help.

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**WAKEFIELD COMMUNITY SCHOOL**

802 HIGHLAND, PO BOX 330

WAKEFIELD, NE 68784-0330

Jerad Wulf, Principal K-6, [jwulf@wakefieldschools.org](mailto:jwulf@wakefieldschools.org)

Matt Farup, Principal 7-12, [jheitz@wakefieldschools.org](mailto:jheitz@wakefieldschools.org)

Mark Bejot, Superintendent, [mbejot@wakefieldschools.org](mailto:mbejot@wakefieldschools.org)

**Phone:** 402-287-2012 (HS)

402-287-9892 (Elem)

**FAX:** 402-287-2014

<http://www.wakefieldschools.org>

**CONSENT TO PERFORM RANDOM DRUG TESTING  
2019-2020**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

As a student and parent:

- < We understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Extracurricular Drug Testing Policy.
- < We have read the Extracurricular Drug Testing Policy and understand the responsibilities and consequences as an activity participant if the student violates the policy.
- < We understand that when students participate in any extracurricular activity, they will be subjected to random drug testing, and if they refuse, will not be allowed to practice or participate in any extracurricular activity. We have read this consent statement and agree to its terms.
- < We understand this is binding while a student is enrolled in Wakefield Community School District.

**CONSENT TO PERFORM DRUG TESTING**

We hereby consent to allow the student named on this form to undergo drug testing for the presence of drugs and alcohol in accordance with the Extracurricular Drug Testing Program adopted by the Board of Education. We understand that any samples will be sent only to a qualified laboratory for actual testing. We hereby give our consent to the medical vendor selected by the school board, their Medical Review Office (MRO), laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform testing for the detection of drugs and to release the results of those tests as provided in the policy. We understand these results will be forwarded to school district officials and will also be made available to us. We agree to sign any necessary releases if requested to do so.

We understand that consent pursuant to this Consent to Perform Random Drug Testing will be effective for all extracurricular activities in which this student might participate during the current school year.

We hereby release the Wakefield Community School Board of Education and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Collaborative Plan Addressing Barriers to Attendance

Student Name: \_\_\_\_\_ Student Grade: \_\_\_\_\_

Building: \_\_\_\_\_ Classroom/Homeroom Teacher: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Number of absences at time of meeting: \_\_\_\_\_

What are the primary reasons the student has been absent: \_\_\_\_\_

Based on that information, meeting participants considered the following issues (check all that apply):

- Illness related to physical or behavioral health of the child
- Educational Counseling
- Referral to community agencies for economic services
- Family or individual counseling
- Assisting the family in working with other community services
- Referral to student assistance team for possible Section 504 or IDEA eligibility
- Other: \_\_\_\_\_

### Attendance Plan

**Based on the above considerations, this attendance plan will be put into place:**

Steps to be taken by school staff: \_\_\_\_\_

Steps to be taken by student: \_\_\_\_\_

Steps to be taken by parent/guardian: \_\_\_\_\_

Steps to be taken by third parties: \_\_\_\_\_

### Signatures of Meeting Attendees:

Parent/Guardian: \_\_\_\_\_

Student: \_\_\_\_\_

Attendance Officer: \_\_\_\_\_

Social Worker or School Administrator \_\_\_\_\_

Other (indicate title): \_\_\_\_\_

**Notice to family:** Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials to investigate any possible violation of this requirement. ***Please note that if your student accrues more than 20 absences, the school district may refer the child to the county attorney for action under Neb. Rev. Stat. § 43-247(3)(a) and (b).***

**I have received a copy of this Plan, including the above notice:**

Parent/Guardian: \_\_\_\_\_

Student: \_\_\_\_\_

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## Non-Prescription Medication Parent Permission Form

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Date \_\_\_\_\_

Name of Medication Dosage to be given: \_\_\_\_\_

\_\_\_\_\_

Time Medication is to be given: \_\_\_\_\_

\_\_\_\_\_

What is medication being given for: \_\_\_\_\_

\_\_\_\_\_

Any special directions or comments: \_\_\_\_\_

\_\_\_\_\_

If medication is being given when child has a specific complaint (EXAMPLE: headache), how many hours apart should above dosage be given? \_\_\_\_\_

\_\_\_\_\_

I hereby grant the designated school personnel permission to administer the above named medication to the above named child according to my directions.

Parent/Guardian

Signature \_\_\_\_\_

Date \_\_\_\_\_

1. All medication must be in original container with a label and child guard cap.
2. All medication dosages and times to be given must correspond to directions on the container. (EXAMPLE: no Extra Strength Tylenol or adult cough syrup to a child under the age of 12)
3. The medication and permission forms shall be left with the office personnel at the start of the day.
4. Parents/Guardians will assume the medication is administered per request unless the designated personnel or school nurse notifies them by phone or note that the medication was not given and the reason why.
5. Parents/Guardians are encouraged to pick up any unused medication as soon as possible after the child has completed taking it. At the end of the school year any medication that has not been picked up by the parent/guardian will be destroyed.

(Form 2010)

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**Prescription Medication Authorization Form  
Administration of Medication at School**

Student Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

**THIS PORTION TO BE COMPLETED BY PHYSICIAN/DENTIST/PROVIDER**

<u>Name of Medication</u>	<u>Dosage</u>	<u>Route</u>	<u>Time of Day</u>
---------------------------	---------------	--------------	--------------------

\_\_\_\_\_

If give prn specify the length of time between doses \_\_\_\_\_

Inhalers: \_\_\_\_\_

***Indicate if student must carry on his/her person***

Student is capable of self-administration of medication \_\_\_\_\_ Yes \_\_\_\_\_ No

Possible side effects of medication \_\_\_\_\_

Is it safe for unlicensed staff to provide this student this medication \_\_\_\_\_ Yes \_\_\_\_\_ No

Emergency procedure in case of serious side effects \_\_\_\_\_

*I request and authorize that the above-named student be administered/provided the above-identified medication in accordance with the instructions indicated above from \_\_\_\_\_ to \_\_\_\_\_ (not to exceed the current school year) as there exists a valid health reason which makes administration of the medication advisable during school hours.*

\_\_\_\_\_  
*Date of Signature*

\_\_\_\_\_  
*Physician/Dentist/Provider Signature*

\_\_\_\_\_  
*Telephone Number*

Name: \_\_\_\_\_  
*(Print or Type)*

**Please Note: If samples of medication are to be given, they must be labeled with the name of the student, dosage, route, and time to be given**

**THIS PORTION TO BE COMPLETED BY THE PARENT/GUARDIAN**

I request/authorize the school to give medication to my student in accordance with the health care provider's instructions written above. I understand that unlicensed staff may be assigned to provide medication to my student, and I accept ultimate responsibility for monitoring the effects of this medication.

Permission to carry inhaler \_\_\_\_\_ Yes \_\_\_\_\_ No

Permission to self-administer medication \_\_\_\_\_ Yes \_\_\_\_\_ No

_____ <i>Date</i> <small>(Form 2014)</small>	_____ <i>Parent/Guardian Signature</i>	Phone # _____	_____ <i>Home</i>	_____ <i>Work</i>
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### Asthma Treatment

Give **quick relief medication** when student has asthma symptoms, such as coughing, wheezing or tight chest.

- Albuterol HFA (Proventil, Ventolin, ProAir) 2 inhalations
- Levalbuterol (Xopenex HFA) 2 inhalations
- Pirbuterol (Maxair) 2 inhalations
- Use inhaler with valved holding chamber
- Albuterol inhaled **by nebulizer** (Proventil, Ventolin, AccuNeb)
  - .63 mg/3 mL    1.25 mg/3 mL    2.5 mg/3 mL
- Levalbuterol inhaled **by nebulizer** (Xopenex)
  - 0.31 mg/3 mL    0.63 mg/3 mL    1.25 mg/3 mL
- May carry & self-administer inhaler (MDI)
- Other: \_\_\_\_\_

#### **Closely Watch the Student after Giving Quick Relief Medication**

**If, after 10 minutes:**

- Symptoms are better, student may return to classroom after notifying parent/guardian
- Symptoms are not better, give the treatment again and notify parent/guardian right away
- If student continues to get worse, CALL 911 and use the Nebraska Schools' Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol

### Anaphylaxis Treatment

Give **epinephrine** when student has allergy symptoms, such as hives, hard to breathe (chest or neck "sucking in"), lips or fingernails turning blue, or trouble talking (shortness of breath).

- |  |   |
|--|---|
| <input type="checkbox"/> EpiPen® 0.3 mg      | <input type="checkbox"/> EpiPen® Jr. 0.15 mg  |
| <input type="checkbox"/> Auvi-Q™ 0.3 mg      | <input type="checkbox"/> Auvi-Q™ 0.15 mg      |
| <input type="checkbox"/> AdrenaClick® 0.3 mg | <input type="checkbox"/> AdrenaClick® 0.15 mg |
- May carry & self-administer epinephrine auto-injector
  - Use epinephrine auto-injector immediately upon exposure to known allergen
  - If symptoms do not improve or they return, epinephrine can be repeated after 5 minutes or more

*Lay person flat on back and raise legs. If vomiting or difficulty breathing, let them lie on their side.*

#### **CALL 911 After Giving Epinephrine & Closely Watch the Student**

- Notify parent/guardian immediately
- **Even if student gets better, the student should be watched for more symptoms of anaphylaxis in an emergency room**
- **If student does not get better or continues to get worse, use the Nebraska Schools' Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol**

This student has a medical history of asthma and/or anaphylaxis and the use of the above-listed medication(s) has been reviewed by the HCP. If medications are self-administered, the school staff **must** be notified.

**Additional information:** (i.e. asthma triggers, allergens) \_\_\_\_\_

**Health Care Provider name:** (please print) \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Health Care Provider signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed by school nurse/nurse designee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Student Asthma/Allergy Action Plan**

*(This Page To Be Completed By Parent/Guardian)*

**Student Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Homeroom Teacher:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_ **Phone( )** \_\_\_\_\_ **( )** \_\_\_\_\_

**Parent//Guardian:** \_\_\_\_\_ **Phone( )** \_\_\_\_\_ **( )** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ **Phone( )** \_\_\_\_\_ **( )** \_\_\_\_\_

**Known Asthma Triggers:** Please check the boxes to identify what can cause an asthma episode for your student.

<input type="checkbox"/> Exercise	<input type="checkbox"/> Respiratory/viral infections	<input type="checkbox"/> Odors/fumes/smoke	<input type="checkbox"/> Mold/mildew
<input type="checkbox"/> Pollens	<input type="checkbox"/> Animals/dander	<input type="checkbox"/> Dust/dust mites	<input type="checkbox"/> Grasses/trees
<input type="checkbox"/> Temperature/weather—humidity, cold air, etc.	<input type="checkbox"/> Pesticides	<input type="checkbox"/> Food—please list below	
<input type="checkbox"/> Other—please list: _____			

**Known Allergy/Intolerance:** Please check those which apply and describe what happens when your child eats or comes into contact with the allergen..

Peanuts	<input type="checkbox"/>	_____
Tree Nuts	<input type="checkbox"/>	_____
Fish/shellfish	<input type="checkbox"/>	_____
Eggs	<input type="checkbox"/>	_____
Soy	<input type="checkbox"/>	_____
Wheat	<input type="checkbox"/>	_____
Milk	<input type="checkbox"/>	_____
Medication	<input type="checkbox"/>	_____
Latex	<input type="checkbox"/>	_____
Insect stings	<input type="checkbox"/>	_____
Other	<input type="checkbox"/>	_____

**Notice:** If your child has been prescribed epinephrine (such as an EpiPen®) for an allergy, you must provide epinephrine at school. If your student needs a special diet to limit or avoid foods, your doctor will need to complete the form "Medical Statement Form to Request Special Meals and/or Accommodations" which can be found on the website—[www.airenebraska.org](http://www.airenebraska.org)

**Daily Medicines:** Please list daily medicines used at home and/or to be given at school.

Medicine Name	Amount/Dose	When does it need to be given

I understand that all medicines to be given at school must be provided by the parent/guardian.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by school nurse/nurse designee: \_\_\_\_\_ Date: \_\_\_\_\_

**2019-2020 Student Information**

**ALL PARENTS/GUARDIANS NEED TO COMPLETE THIS FORM  
IF INFORMATION HAS CHANGED**

A current record for each child in school must be kept and should include the following information. PLEASE be accurate and complete.

**PLEASE LIST ALL CHILDREN IN THE HOUSEHOLD ATTENDING WAKEFIELD SCHOOL:**

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Sex: \_\_\_\_\_

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Sex: \_\_\_\_\_

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Sex: \_\_\_\_\_

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Sex: \_\_\_\_\_

**PARENT/GUARDIAN'S HOME ADDRESS & EMPLOYMENT ADDRESS:**

Father/Guardian Information:

Father/Guardian Employer Information:

Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Mother/Guardian Information:

Mother/Guardian Employer Information:

Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION:**

Person(s) who will take responsibility for the child when the parent/guardian cannot be reached.

Name: \_\_\_\_\_ Home#: \_\_\_\_\_

Work #: \_\_\_\_\_ Cell#: \_\_\_\_\_

Name: \_\_\_\_\_ Home#: \_\_\_\_\_

Work #: \_\_\_\_\_ Cell#: \_\_\_\_\_

**MEDICAL INFORMATION:**

Family Physician(s) in case of emergency: \_\_\_\_\_

Would you like school correspondence in: English Spanish Other  
(Form 2018)

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**Wakefield High School  
2019-20  
District iPad Protection Plan**

The Wakefield Community School District recognizes that with the implementation of the iPad initiative there is a need to protect the investment both by the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

**School District Protection**

School District Protection is available for students and parents to cover iPad replacement in the event of theft, loss, or accidental damage. The protection cost is \$50.00 annually for each iPad with a maximum cost of \$150.00 per family. This plan will include one repair or replacement, additional repairs or replacements will be the full responsibility of the student. Parents will need to purchase this insurance through the Wakefield High School office before your student is allowed to check out an iPad.

**Personal Home or Homeowners Coverage**

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad.

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional Information:** In cases of theft, vandalism and other criminal acts, a police report, or in the case of a fire, **a report MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. **INTENTIONAL DAMAGE:** Students/Parents are responsible for full payment of intentional damages to iPads, Warranty, Accidental Damage Protection, or School District iPad Protection **DOES NOT** cover intentional damage of the iPads.

**Wakefield High School  
2019-20  
Student Pledge for iPad Use**

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery as needed.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case provided.
9. I will use my iPad in ways that are appropriate, meet Wakefield Community School District expectations, and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad or provided case; I will not deface any sticker applied to any iPad applied by Wakefield Community School.
11. I understand that my iPad is subject to inspection at any time without notice and remains property of the Wakefield Community School District.
12. I will follow the policies outlined in the iPad Handbook and the Use of the Acceptable Use Policy while at school, as well as outside the school day.
13. I will file a police report in case of theft or vandalism, as well as report to the Wakefield Community School District.
14. I will be responsible for all damage or loss caused by neglect or abuse. I will report any damages or loss to Wakefield High School office.
15. I agree to return the iPad, case and power cords in good working condition.

**I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan and the Student Pledge for iPad Use.**

Student Name (Please Print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Individual school iPads and accessories must be returned to the Technology Director at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Wakefield Community School District for any other reason must return their individual school iPad computer on the date of termination.**

**For Office Use Only:**

No Fee: \_\_\_\_\_

Paid Check: \_\_\_\_\_

Paid Cash: \_\_\_\_\_

Paid Online: \_\_\_\_\_

(Form 2019)

## Receipt of 2019-20 Student Handbook

The Wakefield Student Handbook is developed for students, parents and the faculty of our school. Its purpose is to provide for the smooth and efficient operation of the school by giving notice about our policies, rules, regulations and general information to those needing to know. By providing this handbook, it is also intended that the rights of those affected will be better protected.

Please read this handbook with your student. Feel free to ask questions and make suggestions about the contents herein. Copies of district policies, student handbook and teacher handbook are available at the school office.

The handbooks are adopted yearly by the Board of Education as official district policy. After reading this handbook, we ask that parent(s)/guardian(s) and their student(s) sign below and return this sheet to the school office. Your signature does not mean that you agree with or endorse the handbook contents, only that you have read it and understand it. Your signature indicates that you give permission for child/children (if in grades 7-12) to leave school during the school day in order to participate in a school sponsored sport or activity. This includes all athletic games and events, as well as speech and one act.

The administration reserves the right to amend any policies in this handbook that they feel will provide for the betterment of education in the Wakefield Community School District, or to act on situations not specifically covered in this handbook.

**“I HAVE READ AND DO UNDERSTAND THE STUDENT HANDBOOK FOR WAKEFIELD COMMUNITY SCHOOL DISTRICT.”**

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**“I HAVE READ AND DO UNDERSTAND THE STUDENT HANDBOOK FOR WAKEFIELD COMMUNITY SCHOOL DISTRICT and pledge to do the following:**

- make every effort to help my school be the best that it can be by doing the best in the classroom, in activities, or wherever I may be representing it;
- to have pride in my school, my family, and my community, and show it in my behavior and attitude;
- to follow the rules and regulations of this handbook;
- to acknowledge the drug and alcohol policies, to understand that their purpose is to provide a learning environment that is safe, healthy and productive.

STUDENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_

(Form 2019)