

# 2009-2010 Parent-Student Handbook of Dundy County Stratton Schools Table of Contents

## General Information

- Intent of Handbook
- Information on the School District's Website
- Members of the Board of Education, Administrators, Faculty, and Support Staff
- Goals and Objectives
- Mutual Respect
- Multicultural Policy
- Complaint Procedures
  - Complaint procedure
  - Conditions Applicable to All Levels of Complaint Procedure
- Severe Weather and School Cancellations.
  - After School Starts.
  - Parental Decisions.
  - What Not To Do
- Emergency Conditions and Drills
- Closed Campus

## Use of School Buildings and Grounds

- Before School
- During the School Day
- End of School
- Visitors
- Smoke-Free Environment
- Care of School Property
- Lockers
- Searches of Lockers and other Types of Searches
- Search of Vehicles
- Use of Telephone
  - Bicycles
- Student Valuables
- Lost and Found
- Accidents
- Laboratory Safety Glasses
- Insurance

Announcements  
Bulletins  
Copyright and Fair Use Policy

## Attendance

Attendance and Absences  
Tardiness  
Leaving School  
Attendance is Required to Participate in Activities  
Make-up Work

## Scholastic Achievement

Grading System  
Graduation Requirements  
Promotion, Retention  
Schedule Changes  
Parent-Teacher Conferences  
Interim Reports  
Report Cards  
Credit Make-Up Deadlines  
Honor Roll  
National Honor Society

## Special Services

Special Education  
    Identification, Placement Procedures, and Services  
Guidance Services  
Health Services and Guidelines  
    Student Illnesses  
    Guidelines for Administering Medication  
    School Health Screening  
    Physical Examination  
    Immunizations  
    Birth Certificate Requirements  
    Guidelines for Head Lice

## Drugs, Alcohol and Tobacco

Drug Free Schools  
Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations  
Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs  
Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities  
Drugs Tobacco and Alcohol  
Disciplinary Sanctions

Intervention  
Safe and Drug-Free Schools-- Parental Notice  
Student Rights, Conduct, Rules and Regulations  
    Student Conduct and Discipline Policies  
    Areas of Prohibited Conduct  
Cafeteria Rules

## School Bus Rules

Before To Loading School Buses  
While On The Bus  
After Leaving The Bus  
Unsatisfactory Bus Conduct Report

## Forms of Discipline

Short Term Suspension  
Long Term Suspension  
Meaning of Expulsion  
Summer Review  
Suspension of Enforcement of an Expulsion  
Students Subject to Juvenile or Court Probation  
Other Forms of Student Discipline  
Student Appearance Policy  
Harassment and Bullying Policy  
Harassment and Bullying Program  
Transportation  
Reporting Student Law Violations  
Due Process Procedure Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment  
Hearing Procedure  
    1. Hearing Officer  
    2. Administrative Representative  
    3. Notice of Hearing  
    4. Continuance  
    5. Access to Records  
    6. Hearing Procedure  
Availability of Witnesses  
Record  
Findings  
Review by Superintendent  
Notice of Determination  
Appeal to Board  
Review by Board of Education  
Final Decision of Board of Education

# Network, E-Mail, Internet and Other Computer Use Rules

## General Rules

Policy and Rules for Acceptable Use of Computers and the Network

Etiquette and Rules for Use of Computers and the Network

Penalties for Violation of Rules

Staff, Student and Parent Agreements

## Extra-Curricular Activities

Extra-Curricular Philosophy

Activity Code of Conduct

Grounds for Extracurricular Discipline

Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School

Activity Rules

Safety

Academic Grade Standard for Activities Participation

## Student Fees

Student Fees Policy.

A. Definitions.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and activities. Safety Equipment and Attire. Personal or Consumable Items. Material Required for Course Projects.
2. Extracurricular Activities.
3. Post-Secondary Education Costs. Transportation Costs.
4. Copies of Students Files or Records.
5. Charges for Food Consumed by Students.
6. Charges for Musical Extracurricular Activities.
  - A. Band students
  - B. Vocal music students
7. Contributions for Junior and Senior Class Extracurricular Activities.

C. Waiver Policy. Distribution of Policy.

D. Voluntary Contributions to Defray Costs.

E. Student Fee Fund.

## State and Federal Programs

Notice of Nondiscrimination

Designation of Coordinator(s)

Elimination of Discrimination

Preventing Harassment and Discrimination of Students

Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973  
Notification of Rights under FERPA  
NOTICE CONCERNING DIRECTORY INFORMATION  
Notice Concerning Disclosure of Student Information to Military Recruiters  
Notice Concerning Staff Qualifications  
Student Privacy Protection Policy  
Right of Parents to Inspect Surveys Funded or Administered by the United States  
Department of Education or Third Parties.  
Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive  
Right of Parents to Inspect Instructional Materials  
Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or  
Screenings.  
Protection of Student Privacy in Regard to Personal Information Collected from Students.  
Parental Access to Instruments used in the Collection of Personal Information.  
Annual Parental Notification of Student Privacy Protection Policy  
Notification to Parents of Dates of and Right to Opt-Out of Specific Events  
Parental Involvement  
Title I Parental Involvement Policy  
Homeless Students Policy  
No Stigmatization or Segregation of Homeless Students  
Enrollment of and Services to Homeless Children  
Breakfast and Lunch Programs

## Forms and Statements

Acknowledge of Receipt Form  
Drug-Free Schools Statement

## General Information

**Intent of Handbook.** This handbook will to acquaint students and parents with the school system, its activities, organizations, opportunities, and facilities. It contains information about policies and procedures for the guidance of students and their parents. School policies and procedures may be changed during the school year as the need arises.

**Information on the School District's Website.** To make the handbook easier to read and more practical, much of the information it formerly contained has been moved to the Dundy County Stratton Schools website at [www.dcstigers.org](http://www.dcstigers.org) . If you do not have access to the Internet, the school will provide a printed copy of the information you need upon your request.

**Members of the Board of Education, Administrators, Faculty, and Support Staff.** The names of the members of the board of education, administrators, faculty, and support staff are listed on the school's website.

**Goals and Objectives.** The board of education recognizes its responsibility for providing a sound, well-balanced academic program with the goal of developing healthy, useful, and well-adjusted citizens for a democratic society. The district's goals and objectives are set forth on the school's website.

**Mutual Respect.** Every staff member and student should be treated with respect and dignity.

**Multicultural Policy.** The curricular content at all grade levels will deal with the culture and contributions of minority groups. The curricular content will deal with multicultural education by offering students the perspective that comes with learning about other ethnic groups and other races. The curricular content at all grade levels will deal with non-sexist education by making all students aware of the various roles and lifestyles open to both women and men. The curriculum will in no way condition boys, girls or cultural groups for stereotyped roles or careers.

**Complaint Procedures.** The procedure for a parent or student to make a complaint or raise a concern about school staff or the school programs or activities is set forth below. The school has other procedures to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

**Complaint procedure:**

**Step 1.** Schedule a conference with the staff person involved to discuss the complaint.

**Step 2.** If the complaint is not resolved at step 1, appeal to the Principal.

**Step 3.** If the complaint is not resolved at step 2, appeal to the Superintendent.

**Step 4.** If the complaint is not resolved at step 3, appeal to the board of education within 5 days of receiving the Superintendent's decision.

**Conditions Applicable to All Levels of Complaint Procedure.** All information to be considered at each step of the appeal should be in writing. Decisions at all appeal levels should be made and issued within ten (10) calendar days, unless a legal hearing is required.

**Severe Weather and School Cancellations.** The superintendent may close school when inclement weather warrants it and will notify radio and television stations.

**Night and Morning Before.** When possible, decisions about school for the next day will be issued for announcement on the 9 p.m. news. School officials will assess weather conditions during the night and day and will

announce late starts, closures, and early dismissals through the news media listed on the school's website. In some instances, schools will be open, but certain services may be cancelled such as bus transportation, pre-kindergarten and student activities.

**After School Starts.** School officials will try to avoid closing school once classes have begun; however, when it is necessary to do so, they will notify the news media. Parents should have a plan in place to accommodate these circumstances.

**Parental Decisions.** Parents may keep their children at home in inclement weather because of personal circumstances. Such absences will be treated like any other absence for legitimate reasons if the parents properly notify the school of their decision. During inclement weather, the school will release students to their parents during the school day but will not normally dismiss students on the basis of a telephone request.

**What Not To Do.** School officials are not permitted to release students from the school building during a tornado warning. Parents should not come to school during a tornado warning and are urged not to call radio and television stations and school buildings during severe weather.

**Emergency Conditions and Drills.** The school conducts regular emergency drills as required by law throughout the school year.

**Closed Campus.** Hot lunch is available in all schools. Each student has an account which is automatically billed to the family account. The high school lunch period will be from 11:30 to 12:00. Students may walk home for lunch but are not allowed to go to their parked vehicles during lunchtime.

## **Use of School Buildings and Grounds.**

**Before School.** Students should not be on school grounds before 7:30 a.m. During fair weather conditions the first bell will ring at 8:20/8:00/8:45 a.m., allowing students to enter the building and go to their lockers and classrooms. During bad weather, the entrance will be open by 7:10/7:30/8:15 a.m. Students are to stay in the hall and are not to go to any other part of the building without permission.

**During the School Day.** Students are to remain on campus unless excused. Upon return to school during the day, except for students who are permitted to leave for open campus lunch, students are to report to the school office.

**End of School.** The regular school day ends at 3:35/3:30/3:45 p.m. Make-up work, special help, assignment and club meetings, and other activities may take place immediately after school. Other school activities including high school sports practice, begin no earlier than 3:30 p.m. Students who are involved in any of these activities should report to the designated area on time. All other students must clear the building as soon as possible.

**Visitors.** Parents are welcome at all times. Upon entering the building, all visitors must report to the office to sign in and receive a visitor's pass, and must sign out at the office when leaving the building. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

**Smoke-Free Environment.** All school buildings are smoke-free.

**Care of School Property.** Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage or replace the item. There is a schedule of costs for damage to books.

**Lockers.** Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. They should keep their lockers locked and are expected to keep all books and property in their assigned locker. They are responsible for the cleanliness of their lockers, inside and out, and they may be assessed a fine for damage to lockers. School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

**Searches of Lockers and other Types of Searches.** School officials may, without a search warrant, search students, desks, lockers, student vehicles, and student property when they have reasonable suspicion to believe that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the education environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property in the jurisdiction of the school district; while on school owned and/or operated transportation; while attending or engaged in school activities, and while away from school grounds.

Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. Illegal, unauthorized or contraband material may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school district premise or property within the jurisdiction of the school district.

**Search of Vehicles.** Students who drive to school are required to park their vehicles and leave them unoccupied until it is time to drive home. 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, whether they park on or off school 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.

**Use of Telephone.** Students may not be called from class to take a telephone call; school personnel will take a message and deliver it to the student. Students may place calls from the hall phone during school with the classroom teacher's permission but may use the office phone only in emergencies.

**Bicycles.** All bicycles brought to school should be placed in the bike racks and locked. Bicycles are not to be ridden on school property during school hours.

**Student Valuables.** Students are responsible for their personal property. The school cannot guarantee the safety of student property and students should not bring unnecessary amounts of money or items of value to school.

**Lost and Found.** Students who lose articles at school should report the loss to office personnel. Students who find articles should take them to the office, where they can be claimed by the owner.

**Accidents.** Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school should be reported immediately to the Principal. When a student becomes ill or is injured at school, the school district shall attempt to notify the student's parents as soon as possible. While not responsible for the medical treatment of an ill or injured student, the school district will have employees administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents or qualified medical employees promptly. The school nurse shall be responsible for filing an accident report with the superintendent within twenty-four hours after a student is injured.

**Laboratory Safety Glasses.** Approved safety glasses will be required of every student, teacher, and visitor who participates in or observes vocational, technical, industrial technology, science, and art classes.

**Insurance.** Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires all students who participate in athletic programs to have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District has supplemental accident insurance available through Student Assurance Services. Students will be given forms the first day of school and will be given two weeks to purchase the insurance. All students who engage in athletics are required to pass physical examinations and purchase insurance, unless parents have their own coverage for the student. Parents will be required to submit a statement indicating their own insurance coverage will be used before their child will be permitted to take part in athletic practices or contests.

**Announcements.** Announcements contain pertinent information about school activities, meetings and other timely information. They will be published during third period each day and the third-period teacher will be responsible for making them known to the students. They can also be e-mailed to parents who wish to have them simply by providing the high school secretary with an e-mail address.

**Bulletins.** Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution must be approved and stamped by the principal's office. Posters should be placed on marble, glass, metal, brick and wood, and should not be attached to any painted wall surfaces... The person or organization responsible for distributing the posters must see to their removal within 48 hours after the event.

**Copyright and Fair Use Policy.** It is the school's practice to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

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

- ◆ the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- ◆ the nature of the copyrighted work;
- ◆ work as a whole, and
- ◆ the effect of the use upon the potential market for or value of the copyrighted work.

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

## **Attendance**

**Attendance and Absences.** Regular and punctual student attendance is required. Students who anticipate an absence, especially one that requires the principal's prior approval, shall give timely notice to the school office in advance of the anticipated absence. When time permits, such notice shall be in writing and signed by the student and parents or guardian of the student. Failure to notify the school in advance may result in the absence being considered unexcused. All students who are absent from school for any reason shall submit a written statement that includes the reasons for their absence, the days or times they were absent, verification by the doctor or dentist, if appropriate, and the signature of a parent or guardian. If the principal determines that it is advisable to verify an excuse for an absence, he or she may take appropriate steps to do so. When it is determined that an excuse is forged

or misrepresents the facts, the principal may treat those absences as unexcused. Students must make up all work from any absence and those who miss any class more than 10 times will have to make up that time in order to receive credit.

**Tardiness.** Tardiness may be excused for the same reasons as for absences. Students who are tardy to school will not be admitted without the written permission of the principal or the principal's designee. Students will be allowed one tardy per week and will stay in detention for 5 minutes for each tardy beginning with the second one. Students will be given a minimum one-day notice.

**Leaving School.** Students who must leave school for any reason during the school day must check out at the office before leaving. Students who leave school must be cleared in advance by a note or phone call from the students' parent or legal guardian. Upon returning to school that same day, students must check in at the office. Students who leave without permission and without signing out in the proper manner may be considered truant.

**Attendance is Required to Participate in Activities.** Students must attend school the day of any scheduled school activity in order to participate in that activity, including sports contests, practice and dances. The failure to attend school on that day may result in a student's being withheld from participation in the activity. Unavoidable absences, appointments, etc may be excused. The principal retains the right to permit participation under exceptional circumstances.

**Make-up Work.** Written make-up work may be assigned for each day missed regardless of the type of absence. The time each student is allowed to complete the make-up work will be determined by the student's teacher. The general rule is that a student will be given two days for each day missed, but a student will not receive credit for work that is not completed on time. The student is responsible for contacting teachers regarding make-up assignments. Assignment sheets will be sent only for extended absences such as chicken pox, hospitalization, or other prolonged illnesses. Students shall receive no less than 50 percent credit for schoolwork made up due to unexcused absences with the exception of expulsion for which no credit for make-up work shall be given.

## Scholastic Achievement

### Grading System

The following is the grading system for Dundy County Stratton High School and Junior High School:

93-100=4 90-92=3.5 85-89=3 82-84=2.5 77-81=2 74-76=1.5 70-73=1  
Below 70=F

Nine weeks and semester grades are recorded numerically. Each teacher will define the grading procedures to be used in their class.

### **Graduation Requirements**

Total Hours-250

REQUIRED COURSES ENGLISH-40 Hours English 9, English 10/Speech, American Literature, or Applied Communications 1 Advanced Composition or Applied Communications 12

SOCIAL STUDIES-30 Hours Social Studies 10, American History and American Government MATHEMATICS-30 Hours

SCIENCE-20 Hours Physical Science 9, Biology

COMPUTER APPLICATIONS-10 Hours

DRIVER EDUCATION-5 Hours

PHYSICAL EDUCATION/HEALTH-5 Hours HOURS OF CREDIT

A credit hour is awarded for successful completion of course requirements. Computation is figured as follows: \*A full period class that meets daily for the year 2009-2010 = 10 hours \*A full period class that meets daily for the semester = 5 hours \*A full period class that meets daily for the quarter = 2.5 hours

**Promotion, Retention.** It is preferable for students to stay with their age group as they proceed through elementary grades. When an elementary student is clearly performing below the minimum level of achievement that is required for promotion, the student's teacher should inform the principal at least eight weeks before the end of the school year. The teacher, principal, and student's parents should meet to discuss the student's performance, academic interest, and social interests. If the parties cannot agree, the principal shall make the decision to promote or retain the student. In high school, promotion is based on a student's earning passing grades in courses so as to remain on course to meet graduation requirements.

**Schedule Changes.** High school students are permitted to adjust their class schedules only during the first five days of each semester. Schedule changes after the first five days will be permitted only for considerations of extreme importance and will require the written approval of parents, teachers, and the principal.

**Parent-Teacher Conferences.** Parent-teacher conferences will be scheduled once each semester.

**Interim Reports.** During each semester down slips/progress reports will be filled out by all teachers and turned into the office to be mailed on a bi-weekly basis.

Any student who has a D or F will receive a progress report. Teacher will also be encouraged to send home progress reports to students who are doing exemplary work.

**Report Cards.** Report cards will be issued at the end of each quarter, or nine-week sessions. Letter grades are used to designate a student's progress. Incompletes shall be designated by an "I". Students have two weeks after the end of the quarter to make up incomplete work. Failure to do so will cause the grade to change to a "NC" (No Credit).

**Credit Make-Up Deadlines.**

1st Semester – Presumption of classes until March 1st

2nd Semester – August 1st until the first day of classes

**Honor Roll.**

HIGH SCHOOL HONOR ROLL Honor Roll - 3.5 Honor Roll "A: average – 4.0

JUNIOR HIGH HONOR ROLL Qualification standard for honor roll will be a 93.0-100.0 average with no more than one "C" and no "D's" Qualification standard for merit roll will be a 90.0-92.9 average with no more than one "C" and no "D's." All subjects will be included in the honor/merit roll. Grades 7-8 will post numerical grades for all subjects except Art which will be grades of S or U.

**National Honor Society.** The National Honor Society chapter of Dundy County Stratton Schools is a duly chartered and affiliated chapter of this prestigious national organization. Its criteria for admission and the rules are set forth on the school's web site.

## Special Services

### Special Education

**Special Education Identification, Placement Procedures, and Services.**

Each student with a disability will have a written IEP prepared by the staff in cooperation with parents that specifies the programs and services that the schools will provide. The determination of a student's educational placement will be made by a team of persons who know the student and who understand the tests and procedures that assess the student's learning abilities. The student's placement depends on his or her educational needs as outlined in the IEP. To the maximum extent possible, the district will educate students who have disabilities in classes with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs

require specialized educational techniques which are not available in current settings. The district special education staff will make arrangements to transport eligible students to the extent such is required by the student's IEP. This is a summary of the Dundy County Stratton Schools district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Dundy County Stratton Schools District Offices.

**Guidance Services.** The district employs guidance counselor(s) to assist with the District's testing program, to assist with scheduling, and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment. Additional information about special education services is available on the school's website.

### **Health Services**

**Student Illnesses.** School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves itself. Parents should include emergency daytime phone numbers on a child's enrollment card so that they can be reached if their child becomes ill or injured while at school. They should also inform school health office staff of health related information they feel is important for a student's success in the classroom and/or safety at school.

**Guidelines for Administering Medication.** Whenever possible, parents should provide their child with medication outside of school hours. If it is necessary for the child to take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school along with no more than a two-week supply of the medication. A consent form is available at the school health office. The parent/guardian must provide medication to the school in the pharmacy-labeled or manufacturer-labeled bottle with a physician's authorization to give the medication at school. Repackaged medications will not be accepted. The school nurse may limit medications to those set forth in the Physician's Desk Reference.

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

**Physical Examination.** A parent must provide evidence of a physical examination by a qualified physician within six months prior to the entrance of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects must submit a written statement of refusal. Waiver forms are available in the school health office.

**Immunizations.** Each student must be protected by immunization against the following diseases, unless otherwise exempted from this requirement under the provisions of 173 NAC 3-009:

Measles, Diphtheria, Mumps, Tetanus, Rubella, Pertussis, Polio, Haemophilus, Influenzae type b, (Hib) Hepatitis B, Varicella

For the purposes of complying with the requirement of immunization against the diseases listed above:

Students 2 - 5 years of age enrolled in a school-based program not licensed as a child care provider are considered to be immunized if they have received –

- 3 doses of hepatitis B vaccine,
- 4 doses of DTaP, DTP, or DT, vaccine,
- 3 doses of polio vaccine,
- 1 dose of MMR vaccine given no earlier than 4 days before the first birthday,
- 3 doses of hib vaccine or 1 dose of hib vaccine given at or after 15 months of age, and
- 1 dose of varicella vaccine.

Students enrolling for the first time (kindergarten or 1st grade depending on the school district's entering grade), enrolling in 7th grade, and all transfer students from outside the state regardless of the grade they are entering are considered immunized if they have received –

- 3 doses DTaP, DTP, DT, or Td vaccine with at least 1 dose given no earlier than 4 days before 4 years of age,
- 3 doses of polio vaccine,
- 2 doses of MMR vaccine with the first dose given no earlier than 4 days before the first birthday and the 2 doses separated by at least 28 days,
- 3 doses of pediatric hepatitis B vaccine, or, if the alternate hepatitis B vaccination schedule is used, 2 doses of a licensed adult hepatitis B vaccine specified for adolescents 11-15 years of age, and

The number of doses for varicella is dependent on the age of the child – 1 dose of varicella vaccine before the 13th birthday; or 2 doses of varicella vaccine administered at least 28 days apart if the first dose was given on or after the 13th birthday.

Varicella immunization is being phased in beginning with the 2004-2005 school year. Varicella will be included as a required vaccine in each subsequent grade as the child progresses from kindergarten (1st grade) or 7th grade through the remaining grades.

All other students are considered immunized if they have received –

- 3 doses of DTaP, DTP, DT, or Td vaccine,
- 3 doses of polio vaccine, and
- 2 doses of MMR vaccine given no earlier than 4 days before the first birthday and the 2 doses separated by at least 28 days.

Beginning July 1, 2005, all students grades K-12 will be required to present evidence of 3 doses of pediatric hepatitis B vaccine, or, if the alternate hepatitis B vaccination schedule is used, 2 doses of a licensed adult hepatitis B vaccine specified for adolescents 11-15 years of age.

Students must show proof of immunization upon enrollment in Dundy County Stratton Schools. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement, which is available in school health offices. Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

**Birth Certificate Requirements.** State law requires parents to provide a **certified** copy of a student's birth certificate when enrolling a new

student. Parents may obtain this document from the Bureau of Vital Statistics in the state where the child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

**Please note:** The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics. If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

**Guidelines for Head Lice.** The school has established guidelines to control the problems associated with head lice including better control a nuisance condition, reduced absenteeism, and the involvement of parents as partners with the school in control efforts. The guidelines are available on the school's website.

## **Drugs, Alcohol and Tobacco**

**Drug Free Schools.** The District has established regulations and practices to ensure compliance with the Federal Drug-Free Schools and Communities Act and its regulations and rules. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

**Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations.** Drug and alcohol abuse is wrong and is harmful to students and the district, and its educational programs. The district will provide all students with age-appropriate, developmentally-based drug and alcohol education.

**Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.** All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the guidance counselor. In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall

confer with the student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

**Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.** These are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities. This includes the unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school sponsored activities off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

**Drugs Tobacco and Alcohol.** The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited. The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited. The possession, selling, dispensing, use or being

under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited. The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited. Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

Authorized Use: Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

### **Disciplinary Sanctions.**

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

**Intervention.** The Dundy County Stratton School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students. Administration: The administration is authorized to adopt

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

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

### **Student Rights, Conduct, Rules and Regulations**

**Student Conduct and Discipline Policies.** To function properly, public school education must provide students with an equal opportunity to learn. School personnel must teach and demonstrate the principles and practices of good citizenship in addition to the regular curriculum, including an appreciation for the rights of others. However, the school cannot do this effectively if students act in an objectionable manner or disregard school rules and regulations. The rules, rights, and responsibilities apply to all school buildings or any school grounds immediately before, during, or immediately after school hours. They also apply to any school function or event whether on or off school grounds.

**Areas of Prohibited Conduct.** The district prohibits any conduct that causes or creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or interferes or creates a reasonable likelihood that it will interfere with the health, safety, or well-being, or the rights of other students. This is a general standard that will be used as a guide by all students. Nothing herein is intended to restrict the exercise of constitutional rights of any individual.

Not all acts of misconduct can be itemized here; however, the following list describes some of the main areas of conduct that may lead to disciplinary action.

1. Engaging in the unlawful selling, using, possessing, or dispensing of alcoholic beverages, tobacco, narcotics, drugs, or controlled substances.
2. The use of violence, force, noise, coercion, threat, intimidation, fear, or other similar conduct.

3. The willful causing or attempting to cause damage to private or school property. This includes damage, alteration, injury, defacing, or destruction of any building, fixture, or tangible property, and includes the willful writing, making marks, drawing characters, etc., on walls, furniture, and fixtures.
4. Stealing or attempting to steal private or school property on any school grounds.
5. Causing or attempting to cause physical injury to any school employee or to any student.
6. Threatening or intimidating a student for the purpose of or with the intent of obtaining money or anything of value from a student.
7. Possessing, handling, or transmitting any object which is ordinarily or generally considered to be a weapon.
8. Truancy or failure to attend assigned classes or activities.
9. Tardy to school, assigned class, or scheduled activity.
10. Insubordination or disobedience: Refusal to comply with the request or direction of teachers, administrators, or other school personnel. Refusal to conform to rules and regulation, conduct which disturbs the orderly, efficient, and disciplined atmosphere and operation of the school.
11. Engaging in any other unlawful activity as determined by the United States or the state of Nebraska.
12. The use of language which is profane or abusive to students or staff members.
13. By words or action, initiating or circulating a report or warning of fire, bomb, epidemic, or other catastrophe, knowing such report to be false or such warning to be baseless.
14. Entering upon or in school property without justification or actual permission of the principal or other designated supervisor in authority with the intent to commit a public offense or to use, remove therefrom, alter, damage, harass, or place thereon or therein anything animate or inanimate.
15. Leaving designated areas of school property during noon lunch break. A closed noon hour will be observed unless a student has the permission from the building to leave school property.
16. Sitting in, on or around vehicles during the hours school is in session.
17. Public Displays of affection will not be tolerated on school property or at school activities. Such conduct includes: hugging, kissing or any other types of affection that would be considered inappropriate or an undue distraction to others.
18. Bringing nuisance items to school that are not required for educational purposes as they may be taken from locker and will not be allowed in the classroom. They include, but are not limited to: a) personal stereos, b) cell phones, c) beepers, and d) laser pointers.

**Cafeteria Rules.** Proper decorum and manners are expected from all students at all times. Students should not cut in line, throw food or any other objects, loiter in the cafeteria after eating, or engage in any other disruptive conduct. Students should remove all trays from tables, place trash in trash cans, and place any food items which cannot be disposed of in an automatic disposal (such as chicken bones) in trash cans. Violation of these rules may result in students having restricted cafeteria privileges and/or other disciplinary action.

## **School Bus Rules**

### **Before To Loading School Buses**

1. If you are not riding, call your driver beforehand or contact the preceding family to load.
2. BE ON TIME at the designated school bus stop to keep the bus on schedule.
3. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
4. Do not move toward the front of the bus at the school loading zone until the buses have been brought to a complete stop. Cross in front of the bus only.
5. Wait until the bus comes to a complete stop before attempting to enter the school bus.
6. Take assigned seat without delay.

### **While On The Bus**

1. Keep hands and head inside the bus at all times, after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the attention of the bus driver.
4. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
5. Never tamper with the bus or any of its equipment.
6. Leave no books, lunches, or other articles on the bus.
7. Keep books, packages, coats, and all other objects out of the aisles.
8. Remain in the bus in case of a road emergency, unless directed by the driver to do otherwise.
9. Do not throw anything out of the bus window.
10. Remain in the seats while the bus is in motion. (NO STANDING!)
11. Be courteous to fellow pupils, the bus driver, and the driver's assistants.
12. Keep ABSOLUTELY QUIET when approaching a railroad crossing stop.
13. Parents will be notified if there is continuous misconduct on the bus. A bus rider may be denied the privilege of riding.

14. While on the bus, you are in the driver's charge and you must obey him/her promptly and cheerfully; also, any student who is officially designated.
15. Inform the driver, if possible, when a rider will be absent.
16. All school rules, regulations, and policies apply to all students while riding school buses.
17. Seats may be assigned if necessary

### **After Leaving The Bus**

1. Cross the road, when necessary, after getting off the bus (at least 10 feet in front of the bus), but only after looking to be sure that no traffic is approaching from either direction.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver.
4. Do not leave the bus at places other than the regular bus stop unless proper authorization has been given in advance by parent and school officials.

**Unsatisfactory Bus Conduct Report.** Bus drivers will report unsatisfactory bus conduct to the principal's office when students fail to abide by the rules and regulations concerning bus transportation.

Student will receive appropriate discipline and if riding privileges are in jeopardy, the parents will be notified.

## **Forms of Discipline**

**Short Term Suspension.** Short-term suspension means the exclusion of a student by the Principal or his designee from school or any school function for a period of up to five school days for violation of the school's standards of conduct.

**Long Term Suspension.** Long-term suspension means the exclusion of a student the Principal or his designee from school or any school function for a period of six school days to 19 school days for conduct constituting grounds for expulsion.

**Meaning of Expulsion.** Expulsion means the 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. The school may modify or terminate the expulsion at any time during the expulsion period.

**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. 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 board of education or a committee of the 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.

**Suspension of Enforcement of an Expulsion.** The district may suspend the enforcement of an expulsion action 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, assign the student to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination whether the students' participation and conduct has been satisfactory or not shall be made by Principal or the Principal's designee.

**Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences

for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may be expelled or otherwise disciplined for subsequent conduct as provided in board policy and state statute.

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

In addition, a student who engages in the following conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish.

**Student Appearance Policy.** Inappropriate student appearance is disruptive to the school environment or presents a threat to the health and safety of students, employees and visitors. Students should adhere to standards of cleanliness, grooming and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting. Students should be clean and well groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference

to prohibited conduct are prohibited. While the primary responsibility for appearance lies with the students and their parents, appearance that is disruptive to the education program will not be tolerated. When in the judgement of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

**Harassment and Bullying Policy.** All students have the right to attend Dundy County Stratton Schools free from verbal and physical harassment and bullying; therefore, "bullying" behavior is prohibited. Guidelines have been established to respond specifically to bullying and harassing behavior. Consequences for misconduct may range from restricted access to halls during passing times, lunch, and before and after school to suspension and expulsion. Consequences will be determined on a case-by-case basis based to the circumstances of each case. Response measures are also in place for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

**Harassment and Bullying Program.** The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others. The program may include restricted access to halls during passing times and lunch, before and after school time and other measures deemed appropriate by the administration. Specific actions will be used on a case by case basis due to the varying circumstances of these cases.

**Transportation.** All participants are required to travel to and from activities on school-provided transportation. However, for their convenience, parents may drive their child home from an activity with the permission of the coach or activity sponsor. Students riding spectator buses must abide by this policy.

**Reporting Student Law Violations.** Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible. When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian. In an effort to demonstrate that student behavior is always subject to possible legal sanctions

regardless of where the behavior takes place, the district's policy shall be to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

1. Knowingly possessing illegal drugs or alcohol.
2. Assault.
3. Vandalism resulting in significant property damage.
4. Theft of school or personal property of a significant nature.
5. Automobile accident.
6. Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

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

1. 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, the Principal may suspend the student 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.
2. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following
3. 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.
4. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
5. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.

6. 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.
7. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

### **Hearing Procedure.**

1. **Hearing Officer.** The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. **Administrative Representative.** The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. **Notice of Hearing.** If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. **Continuance.** Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. **Access to Records.** The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Dundy County Stratton Schools Board of Education at any reasonable time prior to the hearing.
6. **Hearing Procedure.** The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses

shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

**Availability of Witnesses.** The hearing officer has 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.

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

**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.

**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.

**Notice of Determination.** Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified or registered mail or by personal delivery to the student, the student's parents or guardian. The Superintendent's determination shall take effect when the student and/or parents and guardian receive this notice.

**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.

**Review by Board of Education.** Upon receipt of the request for review of the Superintendent's determination, the board 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. Any new evidence shall be recorded. The board or committee 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 or committee 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 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 may not impose a more severe sanction.

A designated method of giving notice by the board or committee thereof, if required, for any board review shall be by posting on the schoolhouse door.

**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.

## **Network, E-Mail, Internet and Other Computer Use Rules**

**General Rules.** The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

**Policy and Rules for Acceptable Use of Computers and the Network.** The following policy and rules for acceptable use of computers and the network, including Internet, apply to all district administrators, faculty, staff and students, referred to herein as "Users." The Superintendent, or the Superintendent's designee, is in charge of the district network, technology resources, and equipment, which shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

1. Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
2. Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
3. Users shall not use or try to discover another user's account or password.
4. Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
5. Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
6. Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
7. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
8. Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
9. Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
10. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
11. Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

**Etiquette and Rules for Use of Computers and the Network.** All computer and the network users are required to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and

communication on the network, Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

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

**Penalties for Violation of Rules.** All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

**Staff, Student and Parent Agreements.** Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

## Extra-Curricular Activities

**Extra-Curricular Philosophy.** Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. The district will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations. Activities are considered an integral part of the school's program of education which provide experiences that will help boys and girls physically, mentally, and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

**Activity Code of Conduct.** This activity code of conduct is supplemental to the Dundy County Stratton Schools student code of conduct which is set forth on prior pages of this handbook. Any action taken hereunder may be in addition to any action under the student code of conduct.

**Grounds for Extracurricular Discipline.** The grounds for suspension from practices, participation in interscholastic competition, or other participation in extra-curricular activities and competitions are set forth below. Participants are representing themselves, their school, and their community in all of their actions. Special conduct rules exist for the reasons set forth below.

**Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School.** Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities judge our school on students' conduct and attitudes, and the ways they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

### **Activity Rules**

**Activities are a Privilege.** Extra-curricular activities have an important place in the educational program of the district and are a privilege for the students who choose to participate. Students who are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. Accepting

responsibility for one's actions is a part of that philosophy. These conduct rules apply to conduct of the student, regardless of whether the conduct occurs on and off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time during the season in which the student is participating and also includes the time frame which begins with the official starting day of the season established by the NSAA and extends to the last day of the sport season established by the NSAA. All non-NSAA activities, FBLA, FCCLA, FFA, etc are considered all-year activities. The following conduct may constitute grounds for temporary suspension or permanent removal from school activities or sports:

1. Failure to meet school or NSAA eligibility requirements. The NSAA has established that students must have passed 20 semester hours the immediate preceding semester to be eligible to participate in activities. Notification of failing academic effort is accomplished through use of the "Academic Deficiency Report."
2. Failure to observe training rules.
3. Failure to attend meetings or practices as scheduled by the activity sponsor or coach.
4. Failure to observe rules as adopted by the activity sponsor or coach.
5. Lack of observable effort or participation in the activity.
6. Absence on the day of the activity, unless pre-excused. Student must attend a half-day of school in order to participate in an activity, practice, or competition unless excused.
7. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. (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. In addition, "possession" of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine that the student was in "possession" of the items as well). Consequences for violation of this rule are as follows:

**FIRST OFFENSE**—Three-week suspension from extracurricular performances starting with the date of discovery. The minimum number of performances lost will be three. If the student confesses or self reports the violation within 24 hours, and agrees to and successfully completes drug/alcohol counseling, and the parent attends counseling with the student, the penalty is reduced to one week and one performance. This counseling is the responsibility of the parents and student.

**SECOND OFFENSE**—Six-week suspension from extracurricular activities and removal from the rest of the season performances starting with the date of discovery. The minimum number of performances lost will be six. If the student confesses or self reports the violation within 24 hours, agrees to and successfully completes drug/alcohol counseling and drug/alcohol evaluation, the penalty is reduced to four weeks and a minimum of four performances. If the parent attends counseling with the student, the penalty is further reduced to three weeks and a minimum of three performances. This counseling is the responsibility of the parents and student.

**THIRD OFFENSE**—Suspension from extracurricular activities for the remainder of the school year. Chemical dependency evaluation and successful completion of a chemical dependency program are required. The student may be reinstated after nine weeks and upon successful completion of the program. Verification of successful completion must be submitted in writing to the school before reinstatement will be considered.

These suspensions require no performance, but the continued participation in practice. These penalties are for violations which occur within any one academic school year. The cycle starts over in a new academic school year. In any of the above cases, failure to complete the full program will result in the immediate institution of the full penalty.

8. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
9. Truancy or failure to attend assigned classes or assigned activities
10. Tardiness to school, assigned classes or assigned activities.
11. Public indecency.
12. Violation of any of the school's adopted bus conduct rules while on a trip.

13. Repeated violation of any of the rules adopted by the school district or the school.

**Safety.** The district's philosophy is also to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the District requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure to the event. The note should be given to the Principal. Only those people involved with the activity will be allowed to travel in the school vehicle. **Warning for Participants and Parents** The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

**Academic Grade Standard for Activities Participation.** At any time during the school year if a student is failing a class the teacher may notify the parents and office of this fact. The teacher may then request the student's presence for not more than 50 minutes per day until the teacher feels that the student has made sufficient progress and is handling the material better. If a student fails to show at the pre-arranged time the student becomes ineligible for all activities until reinstated by the principal. The student has two weeks to show progress, if this does not occur the teacher is to notify the principal and a meeting with the parents will be will be arranged. If after the third week the student has not shown progress he may be declared ineligible by the principal and or superintendent until sufficient progress is shown.

## Student Fees

**Student Fees Policy.** The district will 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 or to refer to the school's website for further specifics.

**A. Definitions.**

1. Students" mean 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 will provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. 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. **Material Required for Course Projects.** The district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project. The maximum dollar amount charged by the district for course materials shall be:
  - i. Industrial Technology Classes \$500
  - ii. Art Classes \$500
  - iii. Family and Consumer Science Classes \$500
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.
  - a. 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 charge. 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:
    - i. Student activity card \$10
    - ii. Cover admission to all extracurricular events
    - iii. Student participation fee \$0
    - iv. National Honor Society \$10
    - v. Cheerleading, Drill Team, Flag Corps Students must purchase Uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$500.
    - vi. Football Students must provide their own football shoes, undergarments, and mouth guards. Golf Students must provide their own golf shoes, undergarments, and clubs.
    - vii. Softball and Baseball Students must provide their own shoes,
    - viii. Gloves and undergarments.
    - ix. Track, Volleyball, Wrestling and Basketball Students must provide their own shoes and undergarments.
    - x. FFA \$100
    - xi. FCCLA \$100

- xii. FBLA \$100
- xiii. Spanish Club \$45

6. **Post-Secondary Education Costs.** Some students enroll in post-secondary 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.**
  - a. 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 \$500.
8. **Copies of Students Files or Records.**
  - a. The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. 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. **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 and are subject to the provisions of the Student Fees Policy. Prices will be adopted annually. 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.
10. **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:

- a. **Band students** must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers. The maximum amount charged for these materials will be \$20.
- b. **Vocal music 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 \$20.

**11. 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 choose 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 \$ \_\_\_\_.

- 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 waiver 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 as 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.

## State and Federal Programs

**Notice of Nondiscrimination.** The school district shall not discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its educational programs, activities or employment policies pursuant to the requirements of Title VI and VII of the Civil Rights Act, Title IX, the Rehabilitation Act, the Nebraska Equal Educational Opportunity Act, the Americans with Disability Act, and all other relevant civil rights statutes and regulations.

**Designation of Coordinator(s).** Any person having inquiries concerning this district’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is:

Superintendent  
 Dundy County Stratton Schools  
 P.O. Box 586  
 400 9th Avenue West  
 Benkelman, NE, 69021-0586  
 Phone 308-423-2738  
 Fax 308-423-2711

Fax 308-423-2711 Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

**Elimination of Discrimination.** The district will comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

**Preventing Harassment and Discrimination of Students.** The district will offer employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the district will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment. Complaints under this section are subject to the same grievance/complaint procedures previously outlined in this handbook and as stated in Board Policy.

**Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973.** The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation,

educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).

**11. File a local grievance.**

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to

officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W. 50  
Washington, D.C. 20202-4605

**NOTICE CONCERNING DIRECTORY INFORMATION.** The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

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

**Notice Concerning Disclosure of Student Information to Military Recruiters.** The No Child Left Behind Act of 2001 requires school districts to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the district not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Dundy County Stratton Schools will comply with any such request.

**Notice Concerning Staff Qualifications.** The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Dundy County Stratton Schools will give parents/guardians the following information about their child's classroom teacher:

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

**Student Privacy Protection Policy.** The district will develop and implement policies that protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

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

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

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

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

**Protection of Student Privacy in Regard to Personal Information Collected from Students.** The district will not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

**Parental Access to Instruments used in the Collection of Personal Information.**

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

such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

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

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

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

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

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

The district will develop and implement policies that protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

**Parental Involvement.** Student educational needs are best served when the home and school work together to provide opportunities and direction for the child's educational growth. The district strives to maintain open lines of

communication with parents to assure that parents are informed of the educational practices affecting their children and to seek parental input and involvement in the school, within established school district guidelines.

**Title I Parental Involvement Policy.** The Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act of 2001. The district has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs. The district shall implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

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

**No Stigmatization or Segregation of Homeless Students.** The district shall ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless.

**Enrollment of and Services to Homeless Children.** A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth.

**Breakfast and Lunch Programs.** The district participates in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs.