

**2014-2015  
PARENT-STUDENT HANDBOOK OF  
Callaway Public  
Schools  
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# Callaway Public Schools Student Handbook 2014-15 School Year

## Forward

### Section 1 Intent of Handbook

<p>This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Callaway Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day or the school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure</p>	<p>the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies and state and federal statutes and regulations.</p> <p>When used in this handbook, the terms “the District” and “Callaway Public Schools” shall mean Callaway Public Schools District 180. In addition, the term “administration” shall mean the superintendent and/or principal of Callaway Public Schools District 180 or such other person or persons acting at the discretion of either the superintendent or the principal of Callaway Public Schools District 180.</p>
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### Section 2 Members of the Board of Education

### Section 3 Administrative Staff

<b>Members of the Board of Education</b>		<b>Administrative Staff</b>	
Name	Position	Name	Position
Doug G’Schwind	President	Patrick Osmond	Superintendent
Curtis Stallbaumer	Vice President	Jane Brown	K-12 Principal
Duane Kimball	Treasurer	Jarod Rush	Activities Director
Mary Ridder	Secretary		
Dean Haidle	Board Member		
Brenda Still	Board Member		

## Section 4      2014-15 School Year

August 14, 15	Teacher In-Service Days
August 18	1 <sup>st</sup> day for 7-12 students, elementary open-house (no school K-6)
August 19	School for everyone
September 1	No School – Labor Day
September 25	Parent/Teacher Conferences – 5:00-8:00pm
September 26	Parent/Teacher Conferences – 8:00-Noon No Students
October 6-10	Homecoming Week
	Pep Rally in Arnold – October 6
	Football game/Dance in Callaway – October 10
October 17	End of 1 <sup>st</sup> Quarter – 44 school days
October 27	Noon dismissal – Teacher In-Service afternoon
October 31	No School – Fall Break
November 26	2:40 dismiss for Thanksgiving Break
November 27, 28	No School – Thanksgiving Break
December 19	End of 2 <sup>nd</sup> Quarter – 42 days
	End of 1 <sup>st</sup> Semester – 86 days
December 22 – January 4	No School – Christmas Break
January 5	Classes resume
January 16	Teacher In-Service – 2:40 dismiss
January 23	Winter Break – No School
February 5	Parent/Teacher Conferences – 5:00-8:00pm
February 6	Parent/Teacher Conferences – 8:00-Noon No Students
February 16	Noon Dismissal - Teacher In-Service afternoon
March 11	End of 3 <sup>rd</sup> Quarter – 47 days
March 12, 13	No School – Spring Break
April 3, 6	No School – Easter Break
April 10	South Loup Invites – Track and Golf – No students; Staff workday
May 17	Graduation 2:00
May 21	Last day of school – 11:00 dismiss – no lunches
	Teacher Work Day until 4:00
	End of 4 <sup>th</sup> Quarter – 46 days
	End of 2 <sup>nd</sup> Semester – 93 days
	Total for year – 179 students, 182 teacher days

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**Section 5 Teaching Staff:****Section 6 Support Staff:**

<b>Name</b>	<b>Grades</b>	<b>Department</b>	<b>Name</b>	<b>Position</b>
Beshaler, Mary	Elementary/Secondary	Guidance,Keyboarding	Anderson, Cassie	Para-Professional
Biel, Lena	Elementary	Speech	Dockweiler, Doug	Bus Driver
Bishop, Ruth	Elementary	2 <sup>nd</sup> Grade	Donegan, Melissa	Head Cook
Brown, Jerry	Secondary	Industrial Technology	Eggleston, Brett	Bookkeeper
Campbell, Suzy	Elementary/Secondary	Art	Eggleston, Melissa	Office Manager
Dockweiler,Wendy	Elementary	Title I	Glendy, Lynette	Para-Professional
Ellis, Darin	Secondary	Math	Haidle, Dean	Bus Driver
Ellis, Sheila	Secondary	Math	Johnson, Anna	Para-Professional
Hinman, Abe	Secondary	Social Studies	Lashley, Deondra	Para-Professional
Keeney, Bob	Secondary	Business/Technology	Nelsen, Mary	Para-Professional
Keeney, Marcia	Elementary/Secondary	SPED	Osterhoudt, Dwight	Transportation Superintendent
Leibhart, Catherine	Elementary	7 <sup>th</sup> /8 <sup>th</sup> Reading, High Ability, RtI	Pearson, Michelle	Bus Driver
Miller, Teresa	Elementary	1 <sup>st</sup> Grade	Peters, Jenny	Para-Professional
Ord, Tina	Secondary	English	Saighman, Connie	Dishwasher
Phelps, Susan	Secondary	Spanish/7 <sup>th</sup> & 8 <sup>th</sup> English	Schultz, Patty	Para-Professional
Pitkin, Jill	Elementary	6 <sup>th</sup> Grade	Seadore, Lois	Accompanist
Rigler, Connie	Elementary/Secondary	Band/Vocal	Smith, Leon	Bus Driver
Ross, Stephanie	Elementary	Kindergarten	Stryker, Connie	Custodian
Rush, Jarod	Elementary/Secondary	Physical Education	Thomas, Candy	Assistant Cook
Rush, Nicole	Elementary	4 <sup>th</sup> Grade	Wendorff, Mike	Bus Driver
Sallach, Kimberly	Elementary	5 <sup>th</sup> Grade	Weverka, Mike	Maintenance
Svenson, Lynette	Secondary	Science	Wise, Kyle	Bus Driver
Walz, Kelli	Secondary	Family & Consumer Science		
Warnke, Betty	Elementary/Secondary	Media Specialist		
Weverka, Karen	Elementary/Secondary	SPED		
Wilcher, Leigh Ann	Elementary	3 <sup>rd</sup> Grade		

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## **Article 1 – Mission and Goals**

### **Section 1 School Mission Statement**

The Board of Education, administration and staff are committed to providing an environment where every child can grow and learn in a positive environment. The mission of Callaway Public School, in a responsible partnership with family and community, is to provide a quality education and foundation for life-long learning in a global society for all students in a respectful and caring environment.

### **Section 2 Goals and Objectives**

The goals and objectives of Callaway Public School are to provide:

1. A curriculum broad enough, yet with sufficient depth, to allow education for all of the students;
2. Exploration of new and better means of education;
3. Effectiveness in all phases of the curriculum;
4. Ways and means to encourage professionalism among its staff members;
5. A total program, academic and extra-curricular activities, which will contribute to the life-long cultural, social, and leadership qualities of the student;
6. The means whereby the community can make use of its facilities;
7. A means to communicate with the public so a better understanding of the school and its needs exist;
8. A staff necessary to fulfill the above objectives;
9. Facilities necessary for the above objectives.

### **Section 3 Mutual Respect**

Callaway Public School expects every staff member and student to treat and be treated with respect and dignity. A show of disrespect toward staff members or other students or insubordination on the part of the student will not be tolerated.

### **Section 4 Multicultural Policy**

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- Affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;
- Challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- Valuing multiple cultural perspectives; and
- Providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Callaway Public School, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

## **Section 5 Complaint Procedures**

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures, as described later in the handbook, exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions.

### **1. Complaint procedure:**

- Step 1: Have a scheduled conference with the staff person involved in the complaint matter.
- Step 2: Appeal to the Principal if the matter is not resolved at Step 1.
- Step 3: Appeal to the Superintendent if the matter is still unresolved at Step 2.
- Step 4: Appeal to the Board of Education if the matter is still unresolved at Step 3. Written appeal should be made within five (5) days of the Superintendent’s decision.

### **2. Conditions Applicable to All Levels of Complaint Procedure:**

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

## **Article 2 - School Day**

### **Section 1 Daily Schedule**

**Elementary:** Daily classes will meet from 8:15am – 3:44pm Monday through Thursday and 8:15am – 2:40pm on Friday.

**Secondary:** Daily classes will meet from 8:00am – 3:44pm Monday through Thursday and 8:00am – 2:40pm on Friday.

### **Section 2 Shortened Schedule**

If a late start (10:00am) or early dismissal (1:00pm) has been called, students in the secondary will follow the schedules developed for these situations.

### **Section 3 Severe Weather and School Cancellations**

The Superintendent of Schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent’s staff will notify local news media and use the mass communication system when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. In any case, **an announcement will be made to the news media and using the mass communication system when school will be closed. This information will be provided to KRVN-Lexington, KCNI-Broken Bow, KNOP TV, KOLN TV, KHAS TV, NTV TV.** In some instances, school

may be open, but certain services such as bus transportation and student activities may be canceled.

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

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members.

Emergency Conditions. Callaway Public School has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

#### **Section 4 Closed Campus**

All students are required to remain on campus during the school day (including lunch time). Parents who come to the school in person to check out their child or who have personally talked to the principal in advance to obtain permission for a child to leave may have their kids released into their supervision.

Automobiles may not be removed from the parking lot without permission from the administration. Once the car enters the parking lot it is to remain there until the end of the school day.

Sitting in the cars during the noon hour or lounging in the parking lot during the noon hour is prohibited.

#### **Section 5 Emergency Procedures**

##### **TORNADO PROCEDURE**

###### **GRADE SCHOOL:**

1. If immediate-----All classes move out into the hallway, get on your knees and cover your head with your arms, with your head between your knees.
2. If precaution----- Kindergarten to 3rd grades will go beneath the stage to the PE storage area. Fourth to sixth grades will go to the junior high locker room.
3. Old office area---Use the walk-in safe area just north

of the Chapter 1 room or the handicap restroom.

###### **HIGH SCHOOL:**

All students should know where to go when in the following areas. Note comment at the bottom of this section if the tornado is immediate.

1. Business Room ---- Girls restroom
2. Home Ec Room ---- Fitting room or under sewing machine cabinets
3. Science Room ----- Boys restroom
4. Room 1 and 2 ----- Room 1
5. Room 3 and 4 ----- Room 3
6. Room 5 and 6 ----- Room 5
7. Shop ----- Tool rooms or finish rooms
8. Gymnasium ----- Varsity locker room
9. Art Room ----- Varsity locker room
10. Lunchroom ----- Varsity locker room
11. Old Office Area --- Walk-in safe
12. Band Room ----- Dressing rooms off Learning Center, music office and practice rooms
13. Music Room ----- Remain in that room near the north end
14. Learning Center ---- Go to area assigned to your original classroom area
15. Office Area ----- Home Ec room and Health room

If it is an immediate alarm, students should get under their desks near the inside wall of the open area. Business Room, Learning Center, Shop, and Gymnasium students should get out of these rooms and go to assigned areas if possible. Everyone should stay out of the larger hallways running east and west.

**\*\*\*\*\*WARNING WILL BE GIVEN OVER THE INTERCOM SYSTEM\*\*\*\*\***

##### **FIRE DRILLS**

In order to safeguard students in case of fire or other danger, fire drills will be conducted as required by the State Fire Marshal. The signal for a fire drill is the sounding of the buzzer. When the signal is given, all work is to be suspended. You are to follow the instructions which have been prepared. Leave the building as directed by the charts which will be posted in each room or as directed by your teacher.

Remain outside the building until the return signal is given. Returning students should retrace the line of march to the room from which they came. Absolute order is essential to the safety of all in an emergency. No disorder can be tolerated during the fire drills.

#### **Article 3 – Use of Building and Grounds**

##### **Section 1 Entering and Leaving the Building**

Beginning of School: Students should not be on school grounds prior to 7:45a.m. Elementary students are to stay in the lunch room area and 7-12 students are to remain in the pit and library area. Students 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 in accordance with school policies. Upon return to school during the day, except

for students who are permitted to leave for lunch at their own home, students are to report to the school office.

**End of School:** Our regular school day ends at 3:44pm Monday-Thursday and 2:40 on Friday. Make-up work, special help, assignment after school, club meetings and other school activities begin at 3:50 pm. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible. The gates and doors will be closed at 4:15pm.

### **Section 2 Visitors**

All visitors, including parents, must report to the office upon entering the northwest entrance and sign in. Please check in/out at the office upon entering/exiting the northwest entrance to the school. This is the only entrance to the school during school hours.

### **Section 3 Smoke-Free Environment**

Callaway Public School has designated all of our schools buildings and school vehicles to be tobacco-free. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product including but not limited to cigarettes, cigars, and chewing tobacco, vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for our children.

### **Section 4 Care of School Property**

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who intentionally disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.
3. Replacement fees or fines for intentional misuse or destruction of consumable items such as workbooks and supplies with a usable life of one year or less shall be based on the actual cost of replacing that item or one similar to it. Consumable items with an expected useful life of 2-5 years such as books and minor equipment shall be depreciated at a rate of 20% per year with a minimum replacement cost of 20% of the original purchase price of the item. For example, a book purchased for \$20 that was lost at the end for the first year would cost \$16 to replace. At the end of the 7<sup>th</sup> year the same book would cost \$4 to replace. Books returned with missing or destroyed pages will be charged 50 cents per page up to the depreciated cost of the book. Items of more durable nature with a useful life expectancy beyond 5 years will be

depreciated at a rate of 10% per year with a minimum replacement cost of 10% of the original purchase price and fines charged accordingly. For example, an individual would be charged \$800 for a two year old computer that cost \$1,000 if it was destroyed. For any item that is damaged but repairable, that charge will be based on the cost of materials plus labor basis.

Charges of this type shall not exceed the original cost of the item. The decision to repair any item or to charge the depreciated cost of the item shall rest solely with the superintendent of schools or his/her designee.

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

### **Section 5 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. Combination locks will be furnished by the school and may be checked out at any time during the school year. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers. The additional area south of the main lockers may be used for larger book bags, etc. Students are asked to use the compartments and not leave any materials on the floor.

### **Section 6 Searches of Lockers and Other Types of Searches**

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

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.



3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (“nuisance items”) may be removed from student possession.

### **Section 7 Video Surveillance**

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

### **Section 8 Use of Telephone**

USE OF THE OFFICE PHONE OR ELEMENTARY PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL DURING CLASS TIME. The office and elementary phones may be used during break times if students have secured permission from a teacher or staff person. All other phones in the building are not to be used by students. Use of the phone is not an excuse to be tardy to class. **Cell phones are not to be used in the building during regular school hours except as directed by administration.**

### **Section 9 Bicycles**

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

### **Section 10 Student Valuables**

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

### **Section 11 Lost and Found**

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

### **Section 12 Accidents**

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

### **Section 13 Laboratory Safety Glasses**

When appropriate, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these

areas must check out a pair of safety glasses when entering any of these areas.

### **Section 14 Insurance**

In a decision that is reviewed annually, the school district provides catastrophic insurance coverage. However, the District does not provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

### **Section 15 Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved and stamped by the Principal’s office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

### **Section 16 Copyright and Fair Use Policy**

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

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

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

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

**Section 17 Hot Lunch and Breakfast Program  
2014-2015 Prices**

Elementary (K-6<sup>th</sup> Grade): \$2.30  
Jr. High/High School (7<sup>th</sup>-12<sup>th</sup> Grade): \$ 2.45  
Adult/Staff: \$3.65

Food services are provided to meet the nutritional needs of all children; therefore, a child who uses these services is encouraged to eat the entire meal. For those who bring sack lunches, milk will be available at an additional cost. Lunchroom supervision is provided during the lunch period. Students are expected to be self-disciplined and each person is responsible for his/her own behavior. Payment plan for hot lunches can be discussed with the hot lunch bookkeeper.

Breakfast (for all ages): \$1.95  
Extra Milk: \$0.45

**This institution is an equal opportunity provider.**

**Section 18 Elementary Playground Rules  
PLAYGROUND REGULATIONS**

1. No hard running on cement area.
2. Stay in playground boundaries at all times.
3. The playground supervisor must give permission before you may leave the playground.
4. Stay off athletic equipment on the east playground area.
5. No fighting or profane language will be allowed.
6. No climbing in the trees.
7. Tackling type games are prohibited.
8. No jumping out of the swings.
9. One person in a swing at a time.
10. No climbing on top of the playground equipment.
11. No running through the playground area.
12. Throwing rocks, gravel or dirt is prohibited.
13. Show good sportsmanship at all times.
14. Students must follow the same playground rules during school activities such as home football games.

**Article 4 – Attendance**

**Section 1 Attendance Policy**

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance. The Principal and teachers are required to maintain an accurate record of student attendance.

**Section 2 Attendance and Absences**

1. Circumstances of Absences – Definitions: The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

a. School Excused Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:

1. Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to, documented illness, court, death of a family member, or suspension.
2. Other absences as determined by the principal or the principal's designee.

b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

1. Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
  2. Other absences are those in which the parent has not communicated a reason for the student's absence.
2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

All absences will be recorded and will be subject to attendance requirements as set forth by Board Policy. School-sponsored activities will be recorded but will not count towards the eight (8) day limit on absences. In order to have an excused absence for illness, a parent must call or send a note. A special request from parents or guardians must be made in writing for any anticipated absence. This request should be made well in advance of the anticipated absence permitting sufficient time to obtain assignments from all of the student's teachers and to complete all assignments at the specific request of your teachers. The request to be absent is made through the Principal's office and must

be turned in by 3:30 p.m. on the day prior to the anticipated absence. If forms are required for school sponsored events they must be turned in by 4:00 p.m. the day prior to the event.

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

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

Students who get sick during the school day must report to the office and will be released after contact with an adult has been made.

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

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

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

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

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Callaway

Public School or resides in the Callaway Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

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

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

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

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

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

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

- The child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- The Superintendent or Superintendent's designee signs the form acknowledging that the

interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

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

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the Board of Education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."

5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

- a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
- b. One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child,

when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

- i. Illness related to physical or behavioral health of the child;
- ii. Educational counseling;
- iii. Educational evaluation;
- iv. Referral to community agencies for economic services;
- v. Family or individual counseling; and
- vi. Assisting the family in working with other community services.

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

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

#### Kindergarten Admission and Assessments

Current state law requires that a child must be five years of age before July 31 to enroll in Kindergarten. However, school districts, under the guidance of their school boards are *allowed (not required)* to enroll a child who turns five after July 31 but before October 15 if the parent requests admission and provides an affidavit that states:

- 1) The child attended kindergarten in another district during the current school year; **OR**
- 2) The family plans to relocate to a district that allows admission during the current school year; **OR**
- 3) The child has demonstrated his or her ability to do kindergarten level work through a recognized assessment procedure approved by the local school board.

Parents of children who turn five after July 31 but before October 15 that wish to enroll their child into kindergarten must contact the school Principal prior to August 1 of the school year in which they wish to enroll their child.

7. Reporting to the Commissioner.

The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with the District as school resource officers) by the District relative to a student enrolled in the District.

A student who misses more than the allotted ten (10) days per semester and does not get approval from the Board of Education, will receive only partial credit for the courses taken which had passing grades for the semester. (Example: If in a 90 day semester the student misses 18 days ---  $72/90=0.80$ , so the student would receive  $0.80 \times 5$  credits or 4 credits for each five (5) hour course with passing grades for the semester.)

During the spring sport season, each student (grades 7-12) will be allowed to attend one sport event. This will be excused if the following criteria are met:

- a. The student brings a written note from his/her parent or guardian the day before the event.
- b. The student has not been absent more than seven (7) days during the semester.
- c. The student has his/her work made up in advance.

**Any student missing school for a spring sport (ex.: Track, Golf, etc.), other than the one day described above, will make up double time. This will be true even if the parent/guardian has given permission for the student to attend.**

### Section 3 Tardiness

**Tardy to School:** Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings.

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

1. With the third, fourth and fifth tardy, the student shall make up a half-hour. This may infringe on activities time or jobs after school. Excessive tardiness, more than five (5) will be one (1) hour after school for each tardy.
2. Failure to show up at a designated time will result in additional punishment up to and including suspension from school.
3. For those students that habitually leave early or arrive late, the ten (10) day rule will be assessed on a per period basis. Therefore, if more than 10 absences are

recorded for the same period per semester, the student will receive only partial credit for the particular class missed.

### Section 4 Leaving School

**Students who must leave school for any reason during the school day must check out at the office before leaving.** Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant.

### Section 5 Attendance is required to participate in Activities

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. This includes sports contests, practice, fine arts, cheerleading and all other activities. Failure to attend on that day will result in a student being withheld from participation in the activity. The principal or superintendent retains the right to grant participation should exceptional circumstances exist.

### Section 6 Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will follow the rule in Article 4, Section 2. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

### Article 5 - Scholastic Achievement

#### Section 1 Grading System

Normally the Callaway Public School will use the number grading system as follows:

94 - 100	Outstanding
86 - 93	Superior
78 - 85	Average
70 - 77	Undesirable Progress
Below 70	Failing
I	Incomplete

Each teacher should define for students the grading procedures to be used in their classes. Not all teachers must use the above scale if a different system of reporting and grading is requested by the teacher and approved by the Principal. This would apply in specific courses for special needs and programs.

#### Section 2 Cheating

Helping students realize their full academic potential is one of the primary responsibilities of Callaway Public School. Student learning occurs when there is a

meaningful partnership between the student and teacher. When a teacher fails to adequately prepare for a class or uses instructional techniques that are not appropriate for the type content being taught or for the learning style of the student, the chances of the student learning are severely diminished. At the same time, when a student fails to adequately prepare for class by not completing homework assignments, studying for tests, or by not paying attention in class, the chances are good that the student will receive poor grades. In an attempt to earn passing grades without doing the required work, some students resort to cheating. Copying another student's homework, looking at the answers on another student's test, stealing an answer key from a teacher's desk are some examples of cheating that may take place. Cheating is wrong for a variety of reasons. Probably the most important is that it provides an inaccurate picture of a student's academic achievement. Since it is important for the school district, colleges and employers to have an accurate picture of a student's abilities, cheating cannot be tolerated. Depending on the severity of the incident, the consequences for cheating may range from losing academic credit to suspension from school. It is important to remember that if a student allows another to cheat off of his/her work, he or she is also guilty of cheating and may also face serious consequences.

### **Section 3 High School Yearly Course Requirements**

All students 7-12 will be required to sign up for 8 course offerings each semester. The required courses are listed under the appropriate diploma requirements.

### **Section 4 Graduation Requirements**

Students may earn one of the three basic types of diplomas during the coursework at Callaway High School. Diplomas are based on the general requirements that a student must attend school for eight semesters or receive special permission from the Board of Education to complete course requirements in less than eight semesters. Such requests for permission must be made with an accompanying plan to show how requirements will be met prior to the start of the seventh semester. A student failing any of the required courses will be required to retake the course or make up the credits through correspondence before being allowed to graduate.

#### **HONORS DIPLOMA**

Requirements:

1. A minimum of 250 total credits will be earned.
2. The above credits will be earned with at least a cumulative grade average of 90% (the average excluding P.E., Driver's Education, College courses and Teacher's Aide).
3. The following subjects included in the 250 credits must be taken and passed:
  - a. Four years of English – 40 credits

- b. Three years of Mathematics - 30 credits
  - c. Three years of Science - 30 credits
  - d. At least 3 advanced courses in Science or Mathematics – 30 credits
  - e. Four years of Social Studies – 40 credits
  - f. One semester (5 credits) each of Freshman Speech and Freshman P.E, one year (10 credits) of Computer Applications I
4. All requirements for any other diploma offered by the Callaway Public School must be met.

#### **DIPLOMA**

Requirements:

1. Minimum of 240 credits will be earned.
2. The following subjects included in the 240 credits must be taken and passed:
  - a. Four years of English (Journalism – Advanced Speech for credit deficiencies.) – 40 credits
  - b. Three years of Science – 30 credits
  - c. Three years of Mathematics- 30 credits - may include general and business Math & Algebra I taken in the 8<sup>th</sup> grade.
  - d. Four years of Social Studies – 40 credits
  - e. One semester (5 credits) each of Freshman Speech and Freshman P.E., one year (10 credits) of Computer Applications I

Course substitutions may be granted by the Principal. High school credit may be awarded to students in a middle grades course if the course content and requirements are equivalent to a course offered in the high school.

#### **SPECIAL DIPLOMA**

Requirements:

It shall be verified that the student who is issued this type of diploma is doing the caliber of work to the near maximum of his/her ability, but not meeting the standard of the Standard Diploma. These students will have met the goals as set forth on their IEP.

#### **INDEPENDENT STUDY/DISTANCE LEARNING COURSES**

Credit may be granted for approved coursework done through UNL Independent Study High School or over distance learning, provided the instructor and coursework is approved and offered by an instructor endorsed by the Nebraska Department of Education. It is expected that credits granted through this program are: 1) to extend the curriculum to offer courses we are not able to offer otherwise, and 2) to recover credits lost due to failure of coursework taken in the regular classroom. In the case of credit recovery, the parents will be responsible for the cost of the class and students will be required to complete coursework outside the school day. If dual college/high school credit is offered, parents are responsible for the college tuition, fees and other college related expenses. Extended curriculum coursework may be scheduled during the school day if approved by the

Principal. A complete listing of courses available to students on site may be obtained in the office.

#### **VALEDICTORIAN AND SALUTATORIAN**

This will be the number one and number two ranked students of the graduating class according to the grade average figured to the nearest one-hundredth of a point for academic grades 9-12. Only those who are full-time students and in full attendance for both semesters of their senior year at Callaway High School will be considered for this honor. First and second status will be figured upon submission of their second semester grades of their senior year.

#### **PRESENTATION OF DIPLOMAS**

No student shall receive a graduation diploma at graduation ceremonies until he/she has previously met the graduation requirements.

#### **Section 5 Promotion/Acceleration/Retention**

The professional staff at Callaway Public School will place students at the grade level and in the courses best suited to them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined, in the judgment of the professional staff, to be appropriate for the educational interests of the student and the educational program.

It is the intent of Callaway Public School that students at every grade level pass, at a minimum, all core subjects (English, Reading, Math, Science, Social Science) with a cumulative grade of at least 70% in each topic before being promoted to the next grade level. Failure to pass all core subjects with a minimum GPA of 70% in each topic will initiate discussion of retention. As students progress through the school year, careful attention will be given to any student failing a core subject at any time. Teachers, parents, the student, the counselor and the administration will begin immediately to work together to develop and implement a cooperative plan for student success.

All assignment, retention, and acceleration action will be the responsibility of the building principal, upon recommendation of appropriate teachers. When acceleration and retention are being considered, parents must be consulted and informed as early as possible.

Rule 13 students are those whose parents have requested and have been granted an exemption from attending an accredited school and from being in violation of compulsory attendance laws.

Grade placement of students entering school at the outset of junior high school or high school shall be determined by chronological age, transcript review, and achievement testing.

#### **Section 6 Schedule Changes**

Students needing schedule changes should notify the principal. Schedule changes must be initiated by the

teachers involved, the principal or guidance counselor, and student's parents. Final approval of all schedule changes will be made by the Principal only.

Classes may not be dropped after the fifth day of any new semester unless approved by the principal. Each student will be required to enroll for at least (8) hours or eight classes per semester.

If a student plans to withdraw from school or transfer to another school, he/she must report to the office for a withdrawal slip. The student then asks each teacher to sign his/her slip to indicate that books have been checked in and all other obligations have been met. The student must then return the withdrawal form to the principal's office for final clearance.

#### **Section 7 Interim Reports**

Various supplemental reports may be sent to parents throughout the school year concerning a student's performance. These reports may describe student work of an exceptional nature or work which needs improving. At approximately the middle of the nine-week period, a progress report will be sent to the parents of all students. This report does not declare eligibility of a student. Parents are encouraged to contact teachers in those subject areas where the student is deficient.

Included in the academic improvement report may be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

#### **Section 8 Report Cards**

Report cards are issued at the end of each quarter or nine-week sessions. Number 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 incomplete work to receive a "0".

#### **Section 9 Parent-Teacher Conferences**

Parent-Teacher conferences will be held this year at the middle of the 1st quarter and middle of the 3rd quarter. Refer to the school calendar for the schedule. Conferences with teachers at any other time are possible by calling the school office and making arrangements with one or more teachers as needed.

#### **Section 10 Honor Roll**

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

- Students receiving all "A's" will be listed on the all "A" Honor Roll.
- Students receiving a 90% average will be classified as making the Honor Roll.
- All class grades are figured the same for Honor Roll status. (PE, Teacher Aide, College Courses, Driver

Education grades are not included.)

- d. Honor Roll lists are published in Callaway Courier and Custer County Chief each quarter.

### **Section 11 Scholastic Honor Society**

The purpose of Callaway Scholastic Honor Society is to recognize the academic achievement of students. To be eligible for admission to the Callaway Scholastic Honor Society, a student must be at least a sophomore, maintain a 90% cumulative academic average (with averages rounded to the nearest whole percent), and do at least eight (8) hours of community service each year. Application must be made each year with the same criteria necessary for membership eligibility each year. Students will be inducted into the Scholastic Honor Society during the annual Honors Night convocation.

### **Article 6 - Support Services**

#### **Section 1 Special Education Identification And Placement Procedures:**

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

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

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

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

##### *Students Who May Benefit*

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

##### *Independent Evaluation*

If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the

original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability Individual Education Program (IEP). Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the school. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the non-public school if the child is attending a non-public school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

##### *Special Education Placement*

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated 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. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands



the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1) proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2) refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

#### *Alternative Programs*

Parents have a right to know about available private and public programs, other than those offered by the school. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

#### *Transportation of Students Receiving Special Education*

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

#### *Access to Student Records*

Parents have the right to inspect and review any education records relating to their child, which are collected, maintained or used by the school district in providing educational services.

#### *Parental Review of Programs*

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

#### *Plans and Budget*

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Callaway Public School 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 Callaway Public School District Offices.

## **Section 2 Guidance Services**

Callaway Public School employs a guidance counselor for the purpose of assisting with the District's testing program and 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.

Information racks are located by the southwest door and visitations to the office are encouraged. Appointments are not necessary but may be made.

Individual counseling services are available to any students who may wish to talk to someone concerning his success in school, vocational plans, educational plans, or personal problems. The conversation will be regarded as confidential.

The function of information services is to make materials and ideas available to you which are not ordinarily available in the classroom. The main areas of information are:

1. **Orientations** - to acquaint students with the next step on the educational ladder.
2. **Occupational** - to provide information about the world of work.
3. **Educational** - to provide information concerning requirements of high school and college training institutions, and the availability of scholarships and financial aid of various types.
4. **Personal and Social** - to recognize personal and social relationships and to help each student learn more about him/herself in these areas of concern.

You will have the opportunity to take tests that will pertain to interest, aptitude, achievements, and intelligence. The counselor will interpret these tests for you.

The placement services are available should you desire help in being placed in an extracurricular activity, a subject matter class, high school and college, or a job or vocation. You should plan to see the counselors during your free time, if possible. All seniors must check with the Principal for an evaluation of credits and hours for graduation.

#### **Cumulative File**

A cumulative file of information will be maintained on each student. Material included in this file will include copies of standardized test scores, grades, and credits earned, data relating to date and place of birth and a picture of the student when available. The parents and students may view the material contained in his/her file by requesting to do so. Such requests should be submitted to the guidance counselor, principal, or superintendent. The school shall have two weeks to fulfill to the request. Parents and students have the right

to place a statement in the file to respond to any material which is placed in the file.

### **Transcripts of Credits Earned**

Transcripts of credits earned and test scores will be sent to other institutions requesting them upon the signature of the student or his/her parents on a release form provided by the school office.

## **Section 3 Health Services:**

### **Student Illnesses**

School personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice or nits, or determination by school personnel 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. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

### **Guidelines for Administering Medication**

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

### **School Health Screening**

Students are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis checks. 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 are 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.

### **Vision Evaluation**

A school vision evaluation is required for all children within six months prior to entering Nebraska schools for the first time (includes beginner grades including Kindergarten, transfers, and other students new to Nebraska) [Nebraska Revised Statute 79-214]

### **Physical Examination**

Evidence of a physical examination by a qualified physician is required 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 grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school health office.

### **Immunizations**

Immunizations against the following diseases are required for every child:

Measles • Mumps • Rubella • Poliomyelitis • Diphtheria  
Pertussis • Tetanus • Varicella (Chicken pox)

All students in all grades, including all transfer students from outside the State of Nebraska and any foreign student, will be required to present evidence of:

- 3 doses of DTP, DTaP, DT, or Td vaccine, one given on or after the 4<sup>th</sup> birthday,
- 3 doses of Polio vaccine,
- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age,
- 2 doses of MMR vaccine given on or after 12 months of age and separated by one month or more,
- 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.

**Additionally, for 7<sup>th</sup> Grade Only:** 1 dose of Tdap (must contain Pertussis booster) – this dose can be received any time after 10 or 11 years of age depending on which brand of vaccine is received.

Students must show proof of immunization upon enrollment in Callaway Public School. 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 that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

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

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

### **Guidelines for Head Lice**

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts.

1. Children will be sent home from school for live head lice and/or nits. In the event the child has TWO cases of live lice and/or nits in a semester, he or she will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check for and identify head lice \*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice and/or nits must come to the Health office for inspection before returning to class.
5. A child with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.

\*Nit removal will be emphasized for effective management of the condition. For more information consult your physician.

## **Article 7 - Drugs, Alcohol and Tobacco**

### **Section 1 Drug-Free Schools**

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free

Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's Safe and Drug-Free Schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

### **Education and Prevention:**

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

### **Drug and Alcohol Use and Prevention:**

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

### **Drug and Alcohol Education and Prevention Program of the District pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations:**

All students are provided age appropriate, developmentally based drug and alcohol education and prevention programs. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers, or as otherwise directed by the Board, to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District and its educational programs.

### **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 any student 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 any such 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:**

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 shall include such 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 herein above 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 and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff:**

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 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 an 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.

Possession shall mean having any substance in one's custody or control. Actual possession occurs when the item is in the actual physical custody of the person charged with possession. Constructive possession occurs when there is no actual physical possession, but there is dominion and control over the substance such as knowing the alcohol, legend drugs (includes drugs which may be only obtained by a legitimate prescription) or tobacco products are available and/or are being used by individuals not authorized to have or use the products. Students have a responsibility to remove themselves from the situation.

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. These materials will be administered through the office and will also be stored in the main office.

**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 or

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 Callaway Public 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 may suggest to the parents that the student be referred for a formal chemical dependency diagnosis based on behavior observed by school staff. 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**

NOTICE TO PARENTS: 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.

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

**A. Development of Uniform Discipline System:** It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions

which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and 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 upon written consent of the parent or guardian, or in-school suspension. If detention time after school is issued to a student by the Principal, the student must serve that time in the office on the day assigned unless they were intending to ride the bus home from school that night. Bus riders may serve their time the next day. Any student who fails to serve detention time on the assigned day will automatically owe double that time the following school day. A student who fails to serve assigned "double" detention will be suspended. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion. When a student is suspended or expelled, the student shall not be permitted on school grounds without specific administrator approval.

### **1. Short-Term Suspension**

A. Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:

(a) Conduct constituting grounds for expulsion, whether the conduct occurs on or off school grounds; or

(b) Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspension:

(a) The Principal or Principal's designee shall make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

(b) Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the

student's version of the facts.

(c) Within twenty-four (24) hours or such additional time as is reasonably necessary following the suspension, the principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.

(d) An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

(e) A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

## **2. Long-Term Suspension**

A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

## **3. Expulsion**

**a. Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the

procedures will be those set forth in the Student Discipline Act.

**b. Suspensions Pending Hearing.** When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, 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.

**c. Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year in accordance with law.

**d. Alternative Education.** Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

**e. Suspension of Enforcement of an Expulsion.** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one (1) full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

**d. Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than nineteen (19) years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or

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

#### **4. 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 are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

**B. Student Conduct Expectations.** Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.

**C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment.** The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school

grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event shall constitute grounds for short-term suspension, long-term suspension and expulsion or mandatory reassignment when such activity occurs on school grounds or during an educational function or event off school grounds or in a school owned or utilized vehicle being used for school purposes or at a school sponsored activity or athletic event.

(1) Willfully disobeying any reasonable written or oral request of a school staff member or the voicing of disrespect to those in authority.

(2) Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.

(3) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.

(4) Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.

(5) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.

(6) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.

(7) Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a

controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

(8) Public indecency or sexual conduct.

(9) Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

(10) Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

(11) Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.

(12) A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.

(13) Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

(14) The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.

(15) Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger

to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

(16) Willfully violating the behavioral expectations for riding school buses or vehicles.

(17) A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

(18) Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school



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

a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.

b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

#### **D. Additional Student Conduct Expectations and Grounds for Discipline.**

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

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

a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.

b. Shorts, skirts, skorts that do not reach mid-thigh or longer.

c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.

d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).

e. Head wear including hats, caps, bandannas, and scarves.

f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.

g. Clothing or jewelry that is gang related.

h. Visible body piercing (other than ears).

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

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

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

2. Academic Integrity.

a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students

to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values. Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

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

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

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

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

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

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

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

(v) Misrepresenting Need to Delay Test: Presenting false or incomplete information in order to

postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

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

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

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

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

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

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

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

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

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without

proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

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

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

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

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

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

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

### 3. Electronic Devices

a. **Philosophy and Purpose.** The District strongly discourages students from bringing and/or using

electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

#### b. Definitions.

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

(2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. 28-1463.02; or,

(ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,

(iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

#### c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic device during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1)). Administrators have the discretion to prohibit student possession or use of electronic devices on school

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

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

#### d. Violations

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

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

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

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

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

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

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

(ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day

suspension from school.

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

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

**E. Inappropriate Public Displays of Affection (IPDA):** Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling, or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1<sup>st</sup> Offense: Student will be confronted and directed to cease.
2. 2<sup>nd</sup> Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3<sup>rd</sup> Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

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

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until

after school and pop is to be drunk outside.

4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or cleanup rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

#### **G. Law Violations**

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

grounds or at a school sponsored event:

- (a) Knowingly possessing illegal drugs or alcohol.
- (b) Aggravated or felonious assault.
- (c) Vandalism resulting in significant property damage.
- (d) Theft of school or personal property of a significant nature.

€ Automobile accident.

(f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

#### **4. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment**

a. The following types of student conduct shall constitute grounds for short-term suspension, long-term suspension and expulsion or mandatory reassignment when such activity occurs on school grounds or during an educational function or event off school grounds or in a school owned or utilized vehicle being used for school purposes or at a school sponsored activity or athletic event.

(1) Willfully disobeying any reasonable written or oral request of a school staff member or the voicing of disrespect to those in authority.

(2) Use of violence, force, coercion, threat, intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes.

(3) Sexual assault or attempting to sexually assault any person.

(4) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.

(5) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student.

(6) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.

(7) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.

(8) 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.

(9) 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.

(10) Truancy or failure to attend assigned classes or assigned activities.

(11) Tardiness to school, assigned classes or assigned activities.

(12) The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.

(13) Public indecency.

(14) Repeated violation of any of the school rules.

(15) Engaging in any unlawful activity as determined by the laws of the United States or the State of Nebraska.

(16) Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is destructive or indecent to the extent that it interferes with the learning and educational process.

(17) Willfully violating the behavioral expectations for those students riding the District's busses or other vehicles.

b. In addition a student may be suspended (short-term or long-term), expelled, or mandatorily reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction. For purposes of this provision sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second or third degree, as such crimes are defined in the statutes referenced in section 79-267(8).

c. In addition, a student who engages in the following conduct on school grounds or during an educational function or event off school grounds:

(1) the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if

caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

(2) the knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon, shall be expelled for the remainder of the school year in which the expulsion 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. Such action may be modified or terminated by the school district at any time during the expulsion period.

d. In addition, if the student is determined to have brought a firearm to school, the student shall be expelled from school for a period of not less than one (1) calendar year. The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis.

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

(1) Prior written permission to bring the firearm or other dangerous weapon to school shall be obtained from the student's teacher, building administrator and parent.

(2) The purpose of having the firearm or other dangerous weapon in school shall be for a legitimate educational function.

(3) A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed shall have prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such times as is necessary to fulfill the educational function.

(4) The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

(5) A student who brings a firearm or other dangerous weapon to school without having complied with the above conditions shall be subject to disciplinary action.

## **5. 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.

a. The principal shall prepare a written summary of the alleged violation and the evidence supporting the

alleged violation with the Superintendent or his or her designee.

b. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or designee, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of findings and a recommendation of the action to be taken to the Superintendent.

c. The principal or 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 (2) school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:

(1) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the principal or designee.

(2) The penalties to which the student may be subjected and the penalty which the principal or designee has recommended.

(3) A statement explaining the student's right to a hearing.

(4) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.

(5) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

(6) A form to request or waive a hearing to be signed by such parties and delivered to the principal or designee in person or by registered or certified mail.

d. 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.

**e.** In the event that the principal has not received a request for hearing within five (5) school days following receipt of the written notice, the punishment recommended in the charge by the principal or designee shall automatically go into effect.

**f.** If a hearing is requested more than five (5) school days following the actual receipt of the written notice, but not more than thirty (30) calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.

**g.** If a request for hearing is not received within thirty (30) calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

#### **Hearing Procedure:**

**a. 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.

**b. 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.

**c. Notice of Hearing.** If a hearing is requested within five (5) school days of receipt of the notice, the Hearing Officer shall, within two (2) school days after being appointed, give written notice to the Administrative Representative and the student and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five (5) school days after it is requested. No hearing shall be held upon less than two (2) 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.

**d. 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.

**e. Access to Records.** The Administrative Representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the school at any reasonable time prior to the hearing.

**f. 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 Officer 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 or other reliable form, of persons having information about the student's conduct and the student's records. Such statements and records are to be 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 witnesses giving information at the hearing. The student may testify in the student's own defense in which case the student shall be subject to cross-examination. The student may choose not to testify and, in such case, will not be threatened with punishment or later be punished for refusal to testify. 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 (1) student if in the discretion of the Hearing Officer 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 Officer concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the Hearing Officer may order a separate hearing for each or any of said students.

**g. Availability of Witnesses.** The Hearing Officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.

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

**i. Findings.** Within a reasonable time after the conclusion of the hearing, the Hearing Officer shall prepare and submit to the Superintendent 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.

**j. Review by Superintendent.** The Superintendent shall review the findings and recommendations of the Hearing Officer and 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. The Superintendent may not impose a more severe sanction than that imposed by the Hearing Officer.

**k. Notice of Determination.** Written notice of the findings and recommendations of the Hearing Officer and the determination of the Superintendent shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice, the determination of the Superintendent shall take immediate effect.

**1. Appeal to Board.** The student, student's parents or guardian may, within seven (7) school days following the receipt of the Superintendent's decision, submit to the Superintendent of Schools a written request for a hearing before the Board of Education.

**m. Review by Board of Education.** Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three (3) members shall, within ten (10) school days, hold a hearing on the matter. Such hearing shall be made on the record except that the Board may admit new or additional evidence to avoid substantial

threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the Administrative Representative in presenting the school's case before the Hearing Officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the Hearing Officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the Superintendent's disposition of the case if it finds the Superintendent's decision to be too severe, but it may not impose a more severe sanction. The designated method of giving public notice of the hearing, if required, shall be by posting on the schoolhouse door or on the door to the hearing room. 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.

## **B. Special Education - Discipline Actions for Special Education Students**

Additional procedures related to discipline of special education students are provided for in the special education policies C.

### **Use of Corporal Punishment**

Corporal punishment is not to be used as a form of discipline. Physical force may be used against a student only for the following reasons, and in all events only such force as is reasonably necessary may be used:

1. Protection of the staff member;
2. Protection of other students or property from the student;
3. Removal of the student from a situation that endangers the student, other persons, or property.

## **C. Law Violations**

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding

the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs, it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

- (a) Knowingly possessing illegal drugs or alcohol.
- (b) Aggravated or felonious assault.
- (c) Vandalism resulting in significant property damage.
- (d) Theft of school or personal property of a significant nature.
- (e) Automobile accident.
- (f) Any other behavior, which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

#### **D. Attire and Grooming**

All students are expected to take pride in their personal appearance. Students should be clean, neat and dressed in proper clothing to conform to educational standards. The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should prevail.

The administration may by regulation establish specific attire that is and is not permitted. The following examples describe, but are not limited to, what is considered to be **unacceptable** school attire:

1. Shorts of a length which is such that it does pose a disruption to the environment of the school.
2. Cutoffs which are not hemmed and are not of the appropriate length.
3. Pants and/or shorts with frayed ends.
4. Shorts which are not at least mid-thigh in length.
5. Leggings which are not covered by a top reaching to at least mid-thigh in length.
6. Tank tops which do not have straps which are at least two (2) inches in width.
7. Tops which have spaghetti type straps.

8. Body piercing of all visible body parts except the ear.

9. Markings or tattoos on all visible body parts.

10. Pants or shorts which are worn below the waist.

11. Pants which drag on the floor when worn.

12. School dress which exposes undergarments such as sports bras, underwear, etc.

13. Articles which are unwashed and inappropriately soiled.

14. Articles displaying indecent writing, pictures, or slogans.

15. Articles which could cause damage to other individual property; Example: cleats on shoes.

16. Jewelry (necklaces, rings, bracelets, etc.) that may pose a safety hazard will be removed upon request.

17. Headwear, such as caps/hats/bandannas, may not be worn in school buildings during the school day.

18. Any type of attire that advertises, promotes, or makes reference to drugs, alcohol, violence, tobacco or sexual acts.

19. Clothing with tears or holes that expose flesh or underclothes.

The school dress code will be in effect during school hours and school activities unless students are given permission by the principal to wear something different. The Principal or Superintendent will make the final decision regarding attire and grooming. On the first offense of a dress code, a student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes, unless given permission by their parent/guardian and the Principal. Continual violations of the dress code will result in disciplinary actions (suspension or expulsion).

#### **E. Dating Violence**

Callaway Public School strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated. For purposes of this policy, "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority. Staff training on dating violence

shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's Dating Violence Policy.

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

#### **F. Harassment and Bullying Policy:**

It is the policy of Callaway Public School that "bullying" type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 10 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

a. Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

b. Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.

c. Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.

d. Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a **minimum of five school days**, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

#### **Harassment and Bullying Program--Levels**

Purpose: All students have the right to attend Callaway Public School free from verbal and physical harassment and bullying. 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.

**Level 1**-The guidelines for a Level I placement are listed below:

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will report to the office no later than 7:50 a.m. each morning.
- c. The student will eat on campus at an assigned table.
- d. The student will report to an assigned room at the end of the day and will remain until 4:00 p.m. This will allow all other students to leave the school grounds in safety.

**Level 2** -The guidelines for this level are listed below:

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will report to the office no later than 7:50 a.m. the morning.
- c. The student will eat on campus at an assigned table.
- d. The student will report to an assigned room at the end of the day, and remain until 4:00.
- e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

**Level 3**-This is a long-term assignment. The guidelines are listed below:

- a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.

#### **G. Public Displays of Affection**

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. Students will face the following consequences if this type of behavior occurs.

1st Offense: Students will be confronted and directed to cease.

2nd Offense: Students will be confronted, directed to cease, and parents may be notified.

3rd Offense: Students may be suspended from school for a minimum of 1 day, and parents and students will need to meet with Administrator (s) and counselor. If this type of behavior continues, the students may face long-term suspension or expulsion.

#### **H. Specific Rule Items**

The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.

a. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.

b. Students in the hallway during class time must have a pass with them.

c. Candy and pop will be consumed in the lunchroom area. The pop machine is closed from 7:15am – 8:45am and 10:45am-1:15pm.

d. Students are expected to bring all books and necessary materials to class.

e. Assignments for all classes are due as assigned by the teacher.

f. Students are not to open the windows or use the north exits.

g. The teacher ends classes. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.

h. Students are to be in their seats and ready for class on the tardy bell.

i. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.

j. Students are not to bring items to school that are not required for educational purposes as they may be taken from your locker and will not be allowed in the classroom. These items are classified as “nuisance items” and include, but are not limited to: a) personal stereos, b) cell phones, c) head phones, and d) laser pointers.

k. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.

l. Snow handling is prohibited.

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

##### **(a) General Rules**

(i)The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental

permission is required for student use. Access for all staff and students is a privilege and not a right.

(ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.

(iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system responsibility. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers or in computers will be private. No reasonable expectation of privacy shall exist in relation to network use.

(iv) User 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, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

(v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. User shall not make purchases of goods and/or services via the district’s network.

##### **(b) Policy and Rules for Acceptable Use of Computers and the Network**

The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term “Users”, as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent’s designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called “network administrators.”

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.

9) Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, and images.

10) 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.

11) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

12) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

### **(c) Etiquette and Rules for Use of Computers and the Network:**

All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

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.

5. 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.

6. All communications and information accessible via the network should be assumed to be private property of others.

7. Do not place unlawful information on any network system.

8. Keep paragraphs and messages short and to the point. Focus on one subject per message.

9. Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.

10. Other rules may be established by the network administrators or teachers from time to time.

### **(d) Penalties for Violation of Rules**

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

### **(e) 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.

### **J. Reporting Student Law Violations**

1) Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.

2) When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the Principal or other school official shall provide the peace

officer with the address and telephone number of the minor's parents or guardian.

3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs, it shall be the policy of the Callaway Public School to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

- a) Knowingly possessing illegal drugs or alcohol.
- b) Assault.
- c) Vandalism resulting in significant property damage.
- d) Theft of school or personal property of a significant nature.
- e) Automobile accident.
- f) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

#### **K. Due Process Procedure**

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

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his/her designee.

2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.

3. The Principal or his/her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:

- a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
- b) The penalties to which the student may be

subjected and the penalty which the Principal, or his/her designee has recommended in the charge.

c) A statement explaining the student's right to a hearing upon request on the specified charges.

d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.

e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

f) A form for a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his/her designee shall automatically go into effect.

6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.

7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

8. In the event that a hearing is required to be provided, the Superintendent shall appoint a Hearing Officer.

#### **Hearing Procedure**

1. Hearing Officer: The Hearing Officer shall be any person designated by the Superintendent. The Hearing Officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the Hearing Officer to remain impartial throughout all deliberations. The Hearing Officer shall be available prior to any hearing held pursuant to this policy to answer any questions the Administrative Representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.

2. Administrative Representative: The Principal may appoint an Administrative Representative to present the facts and evidence. Such Administrative Representative may be an attorney or may be represented by an

attorney, but any such attorney shall not advise the Hearing Officer or parties who may review the proceedings as their counsel.

3. Notice of Hearing: If a hearing is requested within five school days of receipt of the notice, the Hearing Officer shall, within two school days after being appointed, give written notice to the Administrative Representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the Administrative Representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.

4. Continuance: Upon written request of the student or the student's parents or guardian, the Hearing Officer shall have the discretionary authority to continue from time to time the hearing. In addition, the Hearing Officer may continue the hearing upon any good cause.

5. Access to Records: The Administrative Representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Callaway Public School Board of Education at any reasonable time prior to the hearing.

6. Hearing Procedure: The hearing shall be attended by the Hearing Officer, the student, the student's parents, or guardian, the student's representative if any, and the Administrative Representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The Hearing Officer 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 Officer, 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 Officer concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses: The Hearing Officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.

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

9. Findings: Within a reasonable time after the conclusion of the hearing, the Hearing Officer shall prepare and submit to the Superintendent of Schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the School Board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

10. Review by Superintendent: The Superintendent of Schools shall review the findings and recommendations of the Hearing Officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the Hearing Officer.

11. Notice of Determination: Written notice of the findings and recommendations of the Hearing Officer and the determination of the Superintendent of Schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.

12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the

Superintendent of Schools a written request for a hearing before the Board of Education.

13. Review by Board of Education: Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall within ten school days hold a hearing on the matter. Such hearing shall be made on the record except that the Board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of Board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the Hearing Officer. If any questions arise during such deliberations, which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the Hearing Officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

14. Final Decision of Board of Education: The final decision of Board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

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

### **Section 1 Extra-Curricular programs**

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. The Callaway Public School will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations. Students in kindergarten through sixth grade may not participate in athletic contests between schools within a school system or between school systems. Annual field or play days are excluded from this restriction.

Elementary school systems having seventh and eighth grade athletics may include sixth grade boys or girls if the combined enrollment for seventh and eighth grade is fewer than 12 boys or 12 girls and if the school board

has a policy regulating participation for sixth graders. The board's policy for participation of sixth graders is as follows: A sixth grade student may participate if (1) the student meets the same standards applicable to seventh and eighth graders and (2) participation in the activity is not prohibited by the bylaws of the Nebraska School Activities Association.

Students in seventh and eighth grades may participate in interscholastic competitions subject to and in a manner consistent with the bylaws of the Nebraska School Activities Association. The scholastic eligibility rules for seventh and eighth grades shall be the same as established by the school board for high school interscholastic competitions and, in the absence of such rules, shall be the minimum established by the Nebraska School Activities Association.

### **Section 2 Activity Philosophy**

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 student's 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.

### **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 member's travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by the Principal and should be done in writing prior to the departure to the event. Parents may take their children off the bus for a return trip after an event if they approve this in person with the coach.

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.**

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

The school administration of Callaway Public Schools adopts the NDE Guidance entitled "Bridging the Gap from Concussion to the Classroom," and accompanying Appendix, as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

### **Section 3 Activity Code of Conduct**

This activity code of conduct is supplemental to the Callaway Public School student code of conduct which is in Article 8 of this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

#### **PROM, HOMECOMING & OTHER SCHOOL DANCES—APPROPRIATE DATES**

It is customary for students to attend Prom, Homecoming, and other school dances with a date or an invited guest. To attend a high school dance, the date or invited guest must be an appropriate person to be in attendance at such an activity. All juniors, seniors, and servers must approve dates in advance with the sponsor. In the normal course of events, this must be done by the date on the RSVP. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same procedures and rules of conduct that apply to our students. Once students arrive at the dance, they are not allowed to return once they leave the building. A student currently attending Callaway High School or another Nebraska high school who has not been restricted from attending extracurricular activities at Callaway High School or their own school are generally considered appropriate dates or invited guests. Persons who are not at least of high school age or are older than 19 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances. Some school

dances may be restricted to students attending specified grades levels at Callaway Public School. For any dances at the junior high level, only students attending Callaway Public School in the grade(s) for which the dance is being held may attend.

#### **PROM DRESS CODE**

As a culture we have always celebrated "special events" by wearing our best. The Callaway School Prom is a gala event. It is one of the biggest events for the young people of the community and surrounding area. Certainly an event that warrants wearing "one's best".

"Formal attire" is an appropriate term when associated with what has been traditionally followed at Prom. Formal attire refers to at least dress slacks, dress shirt, and tie for the young men and an evening gown for the young women. As part of the social education, students need to learn that, in some situations, only a certain type of dress is appropriate. It is the opinion of Callaway School that because Prom is a special event, a dress code should require certain expectations of what is appropriate in a special school setting. The following may be examples of standards of dress, but are not necessarily all inclusive:

- No ball caps
- No tank tops/muscle or spaghetti strap shirts
- No tennis shoes
- No black or blue jeans
- No shorts
- No visible tattoos
- No dresses/outfits that show bare midriff, or with open backs lower than the waist
- Two piece dresses/outfits are allowed provided they do not expose any midriff
- No dresses/outfits that have frontal cutouts exposing skin
- No dresses/outfits that have a sheer see-through panel that shows midriff or other areas of the body
- Dresses must be of a length that extends below the tips of the wearer's fingers when the wearer's hands are at her sides
- Dresses/outfits shall not have a side slit that is higher than the tips of the wearer's finger when the wearer's hands are at her sides

This dress code will be enforced for the entire evening; from the time students arrive to take pictures through the time the dance is over. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the Prom, with the Prom sponsor or Principal, before you go to Prom if you are uncertain about your attire.

## HOMEcomings; HONORS NIGHTS (JH/HS); GRADUATION DRESS CODES

As a culture we have always celebrated "special events" by wearing appropriate clothing. The Callaway School's Homecoming, Honors Nights, Athletic Banquet, and Graduation are all "special events". As a result, Callaway School believes that "Semi Formal attire" is appropriate. "Semi Formal attire" is an appropriate term when associated with the aforementioned events. "Semi Formal attire" refers to wearing dress slacks, dress shirt, dress shoes for the young men, and a dress or dress slacks, dress shoes, and a blouse for young women. As a part of social education, students need to learn that, in some situations, only a certain type of dress is appropriate. It is the opinion of Callaway School that because the aforementioned are special events and that a dress code should require certain expectations of what is appropriate in a special school setting. The following may be examples of standards of dress, but are not necessarily all inclusive:

- No ball caps
- No tank tops/muscle or spaghetti straps shirts
- No tennis shoes
- No black or blue jeans
- No shorts
- No visible tattoos
- No dresses/outfits that show bare midriff, or with open backs lower than the waist
- Two piece dresses/outfits are allowed provided they do not expose any midriff
- No dresses/outfits that have frontal cutouts exposing skin
- No dresses/outfits that have a sheer see-through panel that shows midriff or other areas of the body
- Dresses must be of a length that extends below the tips of the wearer's fingers when the wearer's hands are at her sides
- Dresses/outfits shall not have a side slit that is higher than the tips of the wearer's finger when the wearer's hands are at her sides

This dress code will be enforced for any of the above mentioned events, from start of the event to the finish. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of each event with the Principal if you are uncertain about your attire.

## **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. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for the reasons that:

- a. 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 the students conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.
- b. Activities are a Privilege: Extra-curricular activities have an important place in the educational program of the Callaway Public Schools. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions is a part of that philosophy. The 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 school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

1. Willfully disobeying any reasonable written or oral request of a school staff member or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.

4. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.

5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person.

6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.

7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.

8. 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 drugs (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).

9. 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.

10. Truancy or failure to attend assigned classes or assigned activities.

11. Tardiness to school, assigned classes or assigned activities.

12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.

13. Public indecency as defined in Nebraska statutes, except that this subdivision shall apply only to students at least twelve (12) years of age but less than nineteen (19) years of age.

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

15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.

16. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process.

17. Willfully violating the behavioral expectations for those students riding Callaway Public School buses.

18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited.

19. The knowing and intentional use of force in causing, or attempting to cause, personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.

20. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.

21. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.

22. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the coach will determine the validity of the reason. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.

23. All other reasonable rules or regulations adopted by the coach or supervisor of an extra-curricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.

24. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

**Drug and alcohol violations:**

Students who are found to be in violation of subparagraphs 8 or 9 of the above conduct rules shall be subject to the following disciplinary action, which applies to ALL extra-curricular activities (for example: music, drama, speech, dances, FCCLA, etc.).

FIRST OFFENSE: Suspension from extra-curricular programs (other than practice) for designated activities for 20 calendar days from date of finding. This does not include attending public events held at the school. During this suspension, the student will be required to attend and participate in all practices or rehearsals at the coach/sponsor's discretion, and will be required to travel with the team and be with the team during the contest.

SECOND OFFENSE: Dismissal from the team or group for the remainder of that season without lettering

privileges, as well as a suspension from all extra school activities for the remainder of that season. Extra school activities include any event sponsored by a school organization that is outside the regular classroom activities.

**THIRD OFFENSE:** Expelled from all school activities for the remainder of the school year.

**OFFENSES COUNTED AGAINST A STUDENT RESET AT THE BEGINNING OF EACH SCHOOL YEAR.**

### **Procedures for Extracurricular Discipline**

Students may be suspended by the Principal or the Principal's designee from practices or participation in interscholastic competition or participation in extra-curricular activities for violation of rules and standards of behavior adopted by the Callaway Public School Board of Education or the administrative staff of the school.

The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.

2. Prior to commencement of the suspension, the student is to be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the school has, and be given the opportunity to explain the student's version of the facts.

3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions, at times, need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.

4. Within two school days or such additional time as is reasonably necessary following the suspension, the Principal or Principal's designee will send a written statement to the student and the student's parents or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.

5. An opportunity will be afforded the student, parents or guardian of the student, at their request, to confer on an informal basis with regard with the school official who

has imposed the suspension and to give that school official any further information in the student's defense.

6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the Superintendent. A form to request such a hearing must be signed by the parent or guardian and will either be provided with the initial notice letter or be made available in the Principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.

If a hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.

7. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.

8. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

### **Attendance and Academics**

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.

2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.

3. Attendance for the full day the day of a practice or contest is required to be eligible for the practice or contest that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal in writing. Every attempt should be made to be in attendance the day of a practice or contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the practice or contest later that day.

4. Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well groomed appearance.

### **Section 4 Team Selection, Playing Time, and Parent/Coach Conferences**

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the

activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative: Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success: Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of this criterion include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.
3. If a parent requests a meeting with a head or assistant coach regarding any aspect of their child's involvement in extracurricular activities the following procedures shall apply to the conference:
  - a. The parent and the student will both be present.
  - b. The coach will be present. If the discussion is with an assistant coach the head coach will be present.
  - c. An administrator or athletic director will be present if requested by either the coach or parent.
  - d. If the administrator needs to be present the administrator will set up the meeting at a mutually agreed upon time.
  - e. Any variation of this policy must be approved by the administration.

### **Section 5 Academic Grade Standard for Activities Participation:**

Each teacher of grades 7-12 shall turn in to the secondary principal by 12:30 P.M. every Thursday afternoon a list of students who are failing the work required in their classes. (This will be based on an accumulation of all grades not just the current week's grades.) A list of those students will be prepared and given to all teachers on Friday morning. Anyone whose name appears on the list twice in two consecutive weeks will be declared ineligible starting the Monday after the second list is handed out. This student will be ineligible for one full week (Monday through Sunday night) whether their work is brought up to passing during the week or not. Each student will remain on the ineligible list until their name appears less than twice on the weekly eligibility list.

This will include all activities in which the student is involved. The one exception to this rule will be if a

student is eligible for a state run district competition, then they will also be eligible for the state function whether they are on the eligibility list or not. Example-- The One-Act qualifies for state in a district meet, then all participants will be eligible for the state meet whether they are on the eligibility list or not.

For the purpose of determining eligibility the student must have a minimum grade of 70%. Teachers are expected to take ability of students into consideration on the adjusted curriculum offerings. If students feel they are being unjustly treated they may use the student grievance procedure located in this handbook.

### **Section 6 Student Fees Policy**

#### **STUDENT FEES POLICY**

The Board of Education of Callaway Public School adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations, which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the 2014-2015 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

#### **(1) Guidelines for non-specialized attire required for specified courses and activities.**

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students

participated. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriated industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and area of the school building, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

## **(2) Personal or consumable items & miscellaneous**

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

(b) **Courses**

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

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

(iii) Materials Required for Course Projects Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such

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

(iv) Music Course Materials Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking Students may be required to pay for parking on school grounds or at school-sponsored activities and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

## **(3) Extracurricular Activities-Specialized equipment or attire**

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

specialized equipment such as musical instruments or specialized attire or for paying a reasonable usage cost for such equipment or attire.

**(4) Extracurricular Activities-Fees for participation**

Any fees for participation in extracurricular activities for the 2014-2015 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

**(5) Post-secondary education costs**

Students are responsible for post-secondary education costs. The phrase "post-secondary education costs" means tuition and other fees only associated with obtaining credit from a post-secondary educational institution. For a course in which students receive school credit and for which the student may also receive post-secondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a post-secondary educational institution.

**(6) Transportation costs**

Students are responsible for fees established for transportation services provided by the District to the extent permitted by federal and state laws and regulations.

**(7) Copies of student files or records**

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

**(8) Participation in before-and-after-school or pre-kindergarten services**

Students are responsible for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

**(9) Participation in summer school or night school**

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

**(10) Breakfast and lunch programs**

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall

be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

**(11) Waiver Policy**

The District's policy to provide fee waiver is accordance with the Public Elementary and Secondary Student Fee Authorization Act. 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 material or equipment without charge for:

- (1) Participation in extracurricular activities and
- (2) Use of a musical instrument in optional music courses that are not extracurricular activities.

Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity and prior to purchase of the materials.

**(12) Distribution of Policy**

The Superintendent or the Superintendent's designee shall publish the Districts' Student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides at no cost.

**(13) Student Fee Fund**

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school.

**STUDENT FEES AND SUPPLIES GUIDELINES**

The Callaway Public School Board of Education acknowledges that the Public Elementary and Secondary Student Fee Authorization Act requires the district to adopt a policy addressing student fees. It is the intent of the Board of Education to provide equal access for students to all programs whole complying with the laws of Nebraska and the rules and regulations of the Nebraska Department of Education.

The following information is intended to provide a guide to the parents or guardians of our elementary and secondary students regarding classroom supplies and fees that may be charged for curricular and extracurricular activities. **Students are encouraged but not required bring the following classroom supplies.** Because activities and curricular requirements are constantly changing, this guide is not intended to be all-inclusive. If you have any questions about the material presented, feel free to contact your child's teacher or the superintendent of schools.

### **GENERAL COMMENTS**

From time to time students in the elementary grades have parties for special occasions such as birthdays and holidays. Student participation in activities of this type is optional and as a result students who do participate may be asked to bring their own treats.

While not required, it is highly recommended that elementary students provide a second set of shoes for participation in physical education activities in the gym. Using a second set of shoes helps keep the gym floor free from gravel and other debris that can collect in the soles of shoes throughout the day.

### **DRIVER'S EDUCATION CLASS**

Driver's Education class is offered through the Nebraska Safety Center. Tuition for the class is set by the Nebraska Safety Center. In the past, the School District has subsidized a portion of the tuition, however this decision is made on a year-to-year basis. If the tuition is not subsidized, the student is expected to pay the entire tuition payment. Tuition costs for this class can be expected to increase annually as the Safety Center's costs increase.

### **COPIES**

The charges for student copies for non-instructional purposes are \$0.10 per page.

### **LUNCH PRICES**

The cost for meals provided through the lunch program are reviewed annually by the Board of Education and published in the August Newsletter. Families who qualify and wish to participate in the free/reduced lunch program are encouraged to fill out the application form in the August newsletter or contact the school.

### **CLASS DUES**

Each class (7-12) may assess its members an amount not to exceed \$50.00 for class activities such as social events, memorials, flowers etc. While payment of class dues is strictly voluntary, students who do not pay may be denied admission to extracurricular activities supported by the class dues.

### **STUDENT FEES AND EXTRACURRICULAR ACTIVITIES GUIDELINES**

Extracurricular activities are those activities or organizations which are supervised or administered by the District, which do not count toward graduation or

advancement between grades and in which participation is not otherwise required by the District.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as cheerleading, T-shirts, and shooting shirts will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, is required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire or for paying a reasonable usage cost for such equipment or attire.

### **Athletics**

**High School Football** (Items to be supplied by the Student)

1. Mouthpieces
2. Practice Jerseys
3. Football Shoes
4. Specialized Braces
5. Equipment Bag

Additional Fees: None

**Junior High Football** (Items to be supplied by the Student)

1. Mouthpieces
2. Football shoes

Additional Fees: None

**High School Volleyball** (Items to be supplied by the Student)

1. Volleyball Shoes
2. T-shirt
3. Athletic Shorts

Additional Fees: None

**Junior High Volleyball** (Items to be supplied by the Student)

1. Volleyball Shoes
2. T-shirt
3. Athletic Shorts

Additional Fees: None

**High School Wrestling** (Items to be supplied by the Student)

1. Wrestling Shoes
2. Equipment Bag

Additional Fees: Occasionally team T-shirts are purchased and kept by the students for their own use. Students are not required to purchase them. Since many of the meets last all day students are encouraged to bring or purchase a lunch.



**Junior High School Wrestling** (Items to be supplied by the Student)

1. Equipment Bag

Additional Fees: While wrestling shoes are not required, we strongly encourage students to wear them. The school has a modest inventory of wrestling shoes that may be checked out during the season. Since some of the meets last all day students are encouraged to bring or purchase a lunch.

**High School Boys Basketball** (Items to be supplied by the Student)

1. Basketball Shoes
2. Practice Jersey

Additional Fees: None

**Junior High School Boys Basketball** (Items to be supplied by the Student)

1. Basketball Shoes

Additional Fees: None

**High School Girls Basketball** (Items to be supplied by the Student)

1. Basketball Shoes
2. Practice Jersey

Additional Fees: None

**Junior High School Girls Basketball** (Items to be supplied by the Student)

1. Basketball Shoes

Additional Fees: None

**High School Boys Track** (Items to be supplied by the Student)

1. Track Shoes

Additional Fees: None

**Junior High School Boys Track** (Items to be supplied by the Student)

1. Track Shoes

Additional Fees: None

**High School Girls Track** (Items to be supplied by the Student)

1. Track Shoes

Additional Fees: None

**Junior High School Girls Track** (Items to be supplied by the Student)

1. Track Shoes

Additional Fees: None

**ADMISSION FEES**

Admission fees are used to help defray the expenses of the extracurricular activity program offered by the Callaway Public School district. Admission costs for events sponsored by the school are set annually by the Board of Education. Activity passes of amounts from \$20.00 to \$80.00 may be purchased through the school district. For District and Conference events hosted by the school, admission prices are set by the Mid-Nebraska Activities Conference and the Nebraska School Activities Association but are not to exceed \$20.00 per person for each event.

<i>2014-2015 Admission Fees</i>	<i>2014-2015 Season Passes</i>
Adult- \$4.00	Adult- \$40.00
Student- \$3.00	Student- \$20.00

**ATHLETIC PHYSICALS**

In order to participate in the athletic program sponsored by the Callaway Public School District, students are required by the Nebraska School Activities Association to have a physical examination by a licensed physician. The cost of these physical vary and the fees are paid directly to the student's physician or clinic.

**NON-ATHLETIC EXTRACURRICULAR ACTIVITIES**

**Speech** (Items to be supplied by the Student)

1. T-shirt

Additional Fees: Since many of the Speech meets last all day, students need to either bring a lunch or purchase a lunch. Also, fees for Speech meets are based on the number of entries for each event. If a student commits to participating in an event and the entry fee is paid, the student will be required to reimburse the amount of the fee if he or she has an unexcused absence for that event.

**One Act Play** (Items to be supplied by the Student)

1. T-shirt

Additional Fees: Since One Act Play competition may last all day students need to either bring a lunch or purchase a lunch.

**Callaway Honor Society** (Items to be supplied by the Student)

1. None

**Drama Club** (Items to be supplied by the Student)

1. None

**Art Club** (Items to be supplied by the Student)

1. Food For Art club Picnic
2. Dues (\$2.00 per year)

Additional Fees Required: The Seniors in Art Club may participate in an overnight field trip. Typically expenses for this trip are paid by profits from fund raising activities. If there are not enough funds students may be assessed a fee to cover the cost of meals and lodging. For students who qualify for a waiver this fee may be waived. For more information on this program see the "Fee Waiver" section following the course fees portion of the handbook.

**Class Organizations** (Items to be supplied by the Student)

1. None

Classes (i.e. 7<sup>th</sup> grade, 8<sup>th</sup> Grade etc.) generally raise money through fundraising activities, working in the concession stand, assessment of class dues. As the students progress through school the money stays with that class. The bulk of the money is used by the Juniors for the Prom and by the Seniors for graduation gowns and flowers.

**FEES FOR LOST OR DAMAGED SCHOOL PROPERTY**

It is expected that students properly care for school property and equipment. A fee schedule for replacing school property that is intentionally misused or damaged

is found in the Elementary and Secondary Student/Parent Handbooks.

**FEE WAIVER POLICY**

The District’s policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. 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) use of a musical instrument in optional music courses that are not extra-curricular activities. Participation in a free or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Materials for course projects to be provided to free or reduced-lunch eligible students shall be required to be approved by the administration, which shall apply a standard based on providing materials which are equitable to those purchased by comparable students.

**Section 7: Extra-Curricular Activities Lettering and Handbooks**

**MUSIC DEPARTMENT**

Every member of any and all Callaway High School music groups is expected to take part in every activity their group participates in. If for any reason a member wished to be excused from any activity, arrangements must be made prior to the activity with the music department. Failure to take part will be reflected in the grade and continued participation in that area.

**BAND AND CHOIR HANDBOOK**

The band and choir letter requirements are presented here so that you are familiar with them and how they pertain to your son or daughter who is participating in the music program. Our hope is that you, with us, will encourage and support the necessary participation in rehearsals and performances that ensure a successful year for our students.

**BAND LETTER**

In order to receive a band letter you must have an accumulation of 15 points or more. Points will be given according to the following lists:

**Large Group Participation**

No. of Points	Event
2	Concert Band
2	Contest
2	Parade
1	Clinic

**Small Ensemble Participation**

No. of Points	Event
2	Selected into Jazz Band
2	Selected into Clinic Band
1	Selected into Contest Ensemble
1	Selected as Soloist

1	Selected into Small Ensemble (other than for contest)
2	All-State Tryouts (or similar tryout)
1	Pep Band (Each performance)

(1 additional point will be awarded for each of the first five categories each time they perform publicly.)

**Other Participation**

No. of Points	Event
1	Extra Clinics (All-State, etc.)
1/2	Programs
1/2	Posters
1/2	Lights
1	Class Attendance-each nine weeks (2 or less absences)
1/2	Miscellaneous

Extra points may be added or subtracted by the director due to outstanding or unacceptable cooperation, attitude or responsibility on the part of the student involved in any of the above mentioned categories.

In order to be considered for the "John Philip Sousa" or the "Arion Foundation Award" you must be a letterman for that year and have accumulated at least 20 points.

**CHOIR LETTER**

In order to receive a choir letter you must have accumulated 15 points or more. Points will be earned in the following areas:

**Large Group Participation**

No. of Points	Event
2	LVC Clinic
2	Concert
2	Contest
2	Musical

(Additional points may be added for major roles.)

**Small Group Participation**

No. of Points	Event
2	Selected into Swing Choir
1	Selected into Contest Ensemble
1	Selected into other Ensemble
1	Selected as Soloist
2	All-State Tryouts
1	Kearney Honor Choir Tryouts

(One additional point will be awarded for each of the first four categories each time they perform publicly.)

**Other Participation**

Points will be awarded according to the amount of preparation time required for each event:

- Extra Clinics (All-State, Kearney, Honor Choir, Sophomore Clinic, etc.)
- Artwork, publicity, lights, programs, etc.
- Community Singing (church, clubs, etc.)

Extra points may be added or subtracted by the director due to outstanding or unacceptable cooperation, attitude or responsibility on the part of the student involved in any of the above mentioned categories.

In order to be considered for the "National Choral Award", you must be a senior for that year with an accumulation of 20 points or more.

**Band and Choir Award:** The "Arion Foundation Award" will be awarded to one Senior who has lettered in both band and choir and has earned at least 20 points in each group.

## **SPEECH AND DRAMA HANDBOOK**

### **SCOPE:**

Speech and drama activities at Callaway High School are open to all students. Guidelines and procedures governing these activities basically follow the rules established by the Nebraska School Activities Association (NSAA).

Students will be able to tryout for a one act play which will be produced in the fall and entered into competition. Tryouts are open to all students and will be announced in advance. Speaking parts as well as technical crew positions will be available. Students who tryout and are selected for positions in the cast and crew take on a commitment and responsibility to attend practices on a regular basis and to perform their roles at contests. This area of speech and drama is formally called Play Production.

Speech is another aspect of the performing arts at Callaway High School. A Speech team will be formed each year to compete in area contests and tournaments. The events included are Serious Prose, Humorous Prose, Persuasive, Oral Interpretation of Drama, Duet Acting, Poetry, Informative, Extemporaneous, and Entertainment. Other events such as Mime, Story Telling, Extemporaneous Duet and the like may be available at certain tournaments.

Students may participate in as many of the above events as they choose during the regular tournament season. A final varsity team will be selected prior to conference and district tournaments and will consist of two persons in each individual event and one group in each group event. Selection of this final varsity team will be based on performance in these events during the regular season, number of practices, quality of material, and coaches' discretion on best material for competition.

**LETTERING:** Students will be able to letter in speech and drama activities.

**PLAY PRODUCTION:** A student may letter in play production through regular attendance at practice sessions and by performing roles at all performances of the one act play. Failure to practice on a regular basis and failure to perform at a contest or performance will automatically eliminate a student from consideration for lettering in this activity.

**SPEECH:** Lettering in speech will be based on the following criteria:

1. Regular practices each week during season.
2. Participation in at least two regular season meets.

3. Earning an average rank of "excellent" in all meets attended.

**ADDITIONAL HONOR:** Each year, one senior member of the speech and drama teams will be selected as "Outstanding Participant". The coaches will make the selection involved in speech and drama. The person will be recognized at Honors Night and his/her name will be inscribed on a plaque that is displayed in the trophy case at Callaway High School.

### **ATHLETIC HANDBOOK**

The Callaway and Arnold Schools have contracted to cooperate their athletic programs under the name of South Loup Bobcats. The athletic handbook for the South Loup Bobcats is handed out to every student participating in any athletic program and is also available in the administrative offices of both school systems.

The handbook is presented in order that students and adults gain a clear understanding of the objectives of the athletics and the rules that govern athletic participation. Each student athlete must go over the athletic handbook prior to the fall sports. At the beginning of the winter and spring sports, the handbook will be reviewed by student athletes. We ask you, the parents, to read the handbook in order that you are familiar with the handbook and how it pertains to your son or daughter who is out for sports. Also, we ask that you keep the handbook for future reference. If you have any questions or problems dealing with the athletic program, feel free to contact any of the coaches.

## **Article 10 - State and Federal Programs**

### **Section 1 Notice of Nondiscrimination**

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Callaway Public Schools and all others who interact with Callaway Public Schools are hereby notified that the Callaway Public Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion or disability in the admission, access to its facilities or programs, treatment or employment in its programs or activities.

### **Section 2 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: Pat Osmond, 101 North Needham, Callaway, NE 68825, Phone: (308) 836-2272

### **Section 3 Anti-discrimination & Harassment Policy**

**Elimination of Discrimination:** The Callaway Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws

prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

**Preventing Harassment and Discrimination of Students**

Purpose: Callaway Public School is committed to offering 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 Callaway Public School will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

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

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

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

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

**Sexual harassment may exist when:**

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

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

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

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

**Complaint and Grievance Procedures:**

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

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

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

Superintendent of Callaway Public School, the complaint may be processed to the Board of Education. The supervisor, teacher or the Superintendent of Callaway Public School will thoroughly investigate all complaints. These situations will be treated with the

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

#### **Section 4 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.

#### **Section 5**

##### **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of

age ("eligible students") certain rights with respect to the student's education records. They are:

1. *The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.* Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. *The right to request the amendment of the student's education records that the parent or eligible student believe 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.  
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.

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices and designates such student work as directory information and 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.

### **Section 6 Notice Concerning Disclosure of Student Recruiting Information**

The No Child Left Behind Act of 2001 requires Callaway Public School 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 Callaway Public School 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. Callaway Public School will comply with any such request.

### **Section 7 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, Callaway Public School 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, Callaway Public School 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.

### **Section 8 Student Privacy Protection Policy**

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

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

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

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

*Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings.*

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

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

individually identifiable information about a student including: (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 post-secondary 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 shall 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 shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled or are expected to be scheduled:

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

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

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

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

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

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

1. Political affiliations or beliefs of the student or the student’s parent;

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

## **Section 9 Parental Involvement Policies**

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

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

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student’s progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents’ continued attendance at such activities will be based on the students’ wellbeing.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A



plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.

8. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.

9. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.

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

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

This Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act of 2001. Callaway Public School has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

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

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

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.

2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.

3. Building the schools' and parents' capacity for strong parental involvement.

4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.

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

6. Involving parents in the activities of the schools served under Title I.

#### **Policy Involvement: Each school served under the Title I program shall:**

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.

2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, childcare, or home visits.

3. Involve parents, in an organized, ongoing and timely way, in the planning, review and improvement of Title I programs.

4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

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

**Shared Responsibilities for High Student Academic Achievement:**

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

**Building Capacity for Involvement:**

To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent

involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

**Accessibility:**

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

Use, Distribution, and Updating of this Policy:

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

## **Section 10 Homeless Students Policy**

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

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

**Homeless Coordinator:** The Superintendent shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

**Enrollment of and Services to Homeless Children:** A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the

homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the Callaway Public Schools and the homeless child continues to live in the Callaway Public Schools, transportation to and from the school or origin shall be provided by the Callaway Public Schools and (2) if the homeless child lives in a school district other than the Callaway Public Schools but continues to attend the Callaway Public Schools based on it being the school of origin, the new school and the Callaway Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

## **Section 11. Breakfast and Lunch Programs**

The Callaway Public School has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The school food authority assures the State Department of Education that the school system will uniformly

implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities, the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. ***The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means.*** Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or

local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:

- (i) A publicly announced, simple method for making an oral or written request for a hearing.
- (ii) An opportunity to be assisted or represented by an attorney or other person.
- (iii) An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
- (iv) Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
- (v) An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
- (vi) An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.

(vii)The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.

(viii)The parties concerned and any designated representative thereof are notified in writing of the decision of the hearing official.

8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.

9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

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

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

## **Receipt of 2014-2015 Parent-Student Handbook of Callaway Public School**

This signed receipt acknowledges receipt of the 2014-2015 Parent-Student Handbook of Callaway Public School. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity and that specific complaint and grievance procedures exist in the handbook which should be used in responding to harassment or discrimination.

### **Drug-Free Schools Statement:**

Receipt shall also serve to demonstrate that you, as parent or guardian of a student attending Callaway Public School, have received notice of the standards of conduct of this district expected of students concerning the absolute prohibition against the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities as described in Board Policy or Administrative Regulation. This notice is being provided to you pursuant to the Safe and Drug-Free Schools Law and 34 C.F.R. Part 86, both federal legal requirements for the District to obtain federal financial assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the District's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and the possession, use, or distribution of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

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

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

Student Signature(s)

Parent or Legal Guardian Signature

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian email address

Return to Callaway Public School  
Office by August 25, 2014

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