

## GENERAL INFORMATION

WELCOME to Elwood Public Schools. It is the sincere wish of all staff members to make the 2015-16 school term as successful and enjoyable as possible.

This handbook has been revised and approved by the Administration and the Board of Education and is intended to be a guide to the rules, regulations, and general information about Elwood Public Schools. These are but a selected few -- read them carefully. They will help answer some of your questions. **No handbook can ever be all-inclusive, therefore, the administration reserves the right to act within the general intent of the handbook and make changes when deemed necessary by the school administration.**

Included in this handbook is a copy of the Elwood Public School Policy HFCG - Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as Part of Any of the Schools' Activities. This notice is being provided to you in compliance with P. L. 101-226 and 34 C.F.R. Part 86, both federal legal requirements for the district to obtain any federal financial assistance. Policy Concerning Internet use by students, and FERPA is also included. Please sign the Illness or Injury Procedure Consent and Handbook Sign - off Sheet, the Acknowledgment Receipt, and the Internet Policy acknowledgment and return them to the school.

The balance between a high quality program and positive behavior by students insures an effective learning environment for all. The maintenance of a good learning atmosphere depends upon a sustained and cooperative effort on the part of students, parents, teachers, and administrators.

We are looking forward to another exciting new year. Our wish for each of you is for a productive and memorable year. Apply yourself in your school work - do your very best, however, don't forget to have fun.

If you have any questions, don't hesitate to ask. Stop by the office and we will try to help you. One last reminder, in the present day world of electronic files and internet access we will be changing our policy on sending home report cards. We will discontinue the process of sending home a hard copy unless you request the district to do so by calling the principal's office or by marking the report card preference on the "Acknowledgement of Receipt 2015-16" form that you will be filling out upon your student's enrollment in school. Again, WELCOME back to school.

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Daren Hatch, Superintendent

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Kyle Hemmerling, Principal

### Mission Statement

The following is the mission statement and governing values as adopted by the Board of Education and are used as guidelines to develop policies for the Elwood Public Schools.

#### WE BELIEVE:

1. Through education, individuals are given the opportunity to reach their potential.
2. Our school should provide a positive, motivating learning environment.
3. That all individuals have the ability to learn.
4. Community support of education is vital to the success of the school and community.
5. That everyone shall be treated with dignity and respect.
6. Everyone must demonstrate and encourage responsible behavior.
7. That family is the origin of education

#### MISSION STATEMENT:

The mission of the Elwood Public Schools District is to promote continuous learning and to prepare individuals to be contributing members of society through educational, extracurricular, and social opportunities that reflect our changing global times.

**IN THE OPERATION OF ELWOOD PUBLIC SCHOOLS, NO ONE WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, SEX, COLOR, NATIONAL ORIGIN, AGE OR DISABILITY. IF YOU BELIEVE YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT DAREN HATCH, SUPT., ELWOOD PUBLIC SCHOOLS. PHONE: 308-785-2491.**

## Board of Education, Administration, Faculty & Staff

### 1. School Board Members

Shelly Jorges, President	Bill Brell, Vice-Pres.
Lacie Evans, Secretary	Nick Niemeier, Treasurer
Ken Rahjes, Member	Kristy Diefenbaugh, Member

### 2. Faculty Members

Daren Hatch	- Superintendent
Kyle Hemmerling	- Principal
Andrea Malleck	- Guidance
Deloris Kenning-Plummer	- Reading Specialist, Title 1
Toni Rieker	- Kindergarten
Rita Simpson	- First Grade
Lori Knoerzer	- Second Grade/JH & HS Volleyball/JH Girls Basketball/JH Track
Julie Crawford	- Third Grade
Emily Devine	- Fourth Grade
Kimberly Heimann	- Fifth Grade
Hillary Bentley	- Sixth Grade, EL Academic Bowl
Christel Smith	- English, German, HS Academic Bowl, STUCO
Amanda Remmenga	- English, Journalism, Speech/Drama, School Play
Chelsey Neville	- Science, Science Club, Science Fair
Kurt Banzhaf	- Social Studies, Head Boys & Girls Track Coach, Athletic Director
Kim Scoville	- Special Education
Catherine Bodenhiemer	- Special Education, Gifted Education, MS Academic Bowl
Danielle Carpenter	- Special Education,
Sandy Dean	- Mathematics, NHS
James Kleine	- Mathematics, Assistant Volleyball & Assistant Track Coach
Nicole Nickell	- Vocal & Instrumental Music
Kevin Mahlberg	- Business, Asst Girls Basketball, Assistant Track Coach
Kim Eggers	- Art, 8th Grade Math
Patrick Ropers	- Library, Head Football, Head Girls Basketball, JH Boys Basketball/JH Track
Ellen Halmes	- Family & Consumer Sciences, FCCLA
Michael Goracke	- Industrial Arts
Andrew Chrisinger	- Elementary and Secondary Physical Education, Assistant Football Coach, Head Wrestling Coach, Head Golf
Shane Tilson	- Head Boys Basketball

### School Times and Daily Class Schedule

Regular school hours will be from **8:10 to 3:46**. Activity day dismissal time is **2:21**. Students are not to be in the hallway before 8:00 A.M. and should remain in the high school or elementary lobby unless they need to see a teacher. On a 10:00 A.M. start students are not to be in hallway before 9:50 A.M. and should remain in the high school or elementary lobby until the 9:50 bell rings.

<u>Regular Day</u>	<u>Activity Day</u>
Period 1 8:10 – 8:58	Period 1 8:10 - 8:50
Period 2 9:01 – 9:49	Period 2 8:53 - 9:33
Period 3 9:52 – 10:40	Period 3 9:36 - 10:16
Period 4 10:43 – 11:31	Period 4 10:19 - 10:59
Period 5 11:34 – 12:52	Period 5 11:02 - 11:42
Period 6 12:55 – 1:43	Period 6 11:45 - 12:55
Study Hall 1:43 – 2:04	Period 7 12:58 - 1:38
Period 7 2:07 – 2:55	Period 8 1:41 - 2:21
Period 8 2:58 – 3:46	
Lunch #1: 11:58 – 12:28	Lunch # 1: 12:05 - 12:35
Lunch #2: 12:22 – 12:52	Lunch # 2: 12:25 - 12:55

<u>10:00 Start Schedule</u>	
Period 1 10:00 - 10:37	Period 5 1:06 - 1:42
Period 2 10:39 - 11:15	Period 6 1:45 - 2:21
Period 3 11:18 - 11:54	Period 7 2:24 - 3:00
Period 4 11:57 - 1:03	Period 8 3:03 - 3:36
Lunch #1 11:57 - 12:27	Lunch #2 12:33 - 1:03

### School Closing

In case of bad weather we will activate the Power Announcement system which automatically sends out a recording via our telephone system. You may also listen to the radio for an announcement that school has been cancelled-KRVN – 880 AM or 93.1 FM, KQKY – 105.9 FM, KICX, KUVR – 1380 AM. Also, announcements will be made over television KHGI, Channel 13; or KGIN, Channel 10-11. If a late opening is announced, please continue to monitor the media as conditions may worsen warranting a closing of school.

### Board of Education Meeting

A monthly meeting of the Elwood Board of Education is held on the second Monday of each month. These meetings are held at 7:30 P.M. in the school library.

### Item for Agenda

A patron may place an item on the school board agenda by filing a written request with the superintendent at least 24 hours prior to the regularly scheduled meeting. The written request should include the name, address and telephone number of the person making the request; the name of the organization or group represented, if any; a statement of action to be requested of the board and any pertinent background.

## SCHOLASTIC INFORMATION

### Course Offerings at Elwood Junior High School

English	Physical Education
Science	*Typing/German/Study Skills/Chorus
Math	**Music/Art/Shop/Home Economics
7th Social Studies	***Band
8th American History	

\*1 quarter each of German & Typing: 2 quarters of Study Skills/Chorus

\*\*1 Quarter each of Music/Art/Shop/FCS

\*\*\*Elective

### Elwood High School Course Offerings

<b>*English 9</b>	Art I
<b>*English 10</b>	Art II
<b>*English 11</b>	Art III
<b>*English 12</b>	Art IV
Journalism	Ceramics/Sculpture
Speech/Drama	Foods
Reading Strategies	Family/Consumer Sciences
<b>*Science 9</b>	<b>*Healthful Living</b>
Biology	<b>*Adult Living Skills</b>
Chemistry	Business Law
Physics	Accounting
Applied Science	Economics
Principles of Technology	Computer Science
Anatomy & Physiology	<b>*General Business</b>
<b>*Algebra</b>	Woods I
Geometry	Woods II
Algebra II	Construction
Applied Math I & II	Welding
Trigonometry	Power Mechanics
Calculus	Industrial Arts
<b>World Geography</b>	<b>*9th Physical Education</b>
<b>World History</b>	Lifetime Sports
<b>* American History</b>	Conditioning PE
<b>* American Government</b>	Band
German I	Chorus
German II	***Teacher Aide
German III	
Spanish I – Distance Learning	
Spanish II – Distance Learning	

\* Required Courses

\*\*\*By principal approval

### **Graduation Class Requirements**

- 4 years English – 40 credits
- 3 years Social Studies – 30 credits (including 1 year American History -10 credits and 1 year American Government -10 credits)
- 3 years Math –30 credits
- 3 years Science – 30 credits
- 1 year Physical Education – 10 credits
- 1 year Business – 10 credits
- 1 year Health/Adult Living – 10 credits

#### **GRADING SYSTEM**

A-93 to 100%	B-86 to 92%	C-78 to 85%
D-70 to 77%	F-Below 70	

Unsatisfactory work reports are issued after the first four weeks of each nine-week period. Report cards are issued at the end of each nine-week period.

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

The Honor Roll is published at the end of each grading period. To be included on the High Honor Roll, a student must have A's in all classes. A minimum of 2 A's, the remainder B's and NO C's are requirements for the regular honor Roll. An Academic letter will be awarded to those students who achieve a 93% average during the first three quarters of the school year.

#### **Student Load**

High school students will carry at least 35 academic semester hours each semester. No high school student may carry more than a total of 40 academic semester hours during one semester. Exceptions to these provisions may be by the superintendent or principal on an individual basis.

#### **Graduation**

A student, in order to graduate from Elwood High School, shall have completed all work with a minimum grade of 70%, and 270 semester hours. Of these hours, a minimum of 40 must be in English; 30 must be in Math; 30 must be in Social Studies (10 hrs – American History, 10 hrs – American Government); 30 must be in Science; 10 in Physical Education; and 10 in General Business. Seniors will be required to take 5 hours of Health and 5 hours of Adult Living. The remaining hours shall be accumulated through elective courses. To be eligible to participate in the Senior Graduation Ceremony, graduating seniors must have completed all course requirements, have 270 or more total hours, and have a completed senior checkout sheet. (All make up time completed, bills paid, books returned, uniforms handed in, etc...) Any senior student not meeting the above criteria will not be allowed to participate in the graduation ceremony as stated in Board Policy.

#### **Student Aides**

Students in 12<sup>th</sup> grade only (unless special circumstances occur) may be assigned to a teacher to serve as a student aide. Students must have at least a B average (86%) to be an aide. Students who successfully complete a successful semester as a student aide will be given two and half (2 ½) credits. The student aide will at all times be under the supervision of the assigned teacher and not permitted to leave the classroom unless they are running errands for the teacher or to use the restroom. Violation of this rule may result in the student being removed as an aide and assigned to a regular class. Student Aides are not to grade papers or have access to personal student information.

#### **Junior High Students Academics and Activities**

Junior High students must pass 3 of the 4 core courses (English, Math, Science, Social Studies) or they will be retained in that grade for the following school year.

Junior high students will be required to meet the same student eligibility rules established by the Nebraska School Activities Association (NSAA) for high school to be eligible to compete in Junior High activities. This will include students advancing from the 7<sup>th</sup> grade into the 8<sup>th</sup> grade and 8<sup>th</sup> grade students advancing into the 9<sup>th</sup> grade.

#### **Special Education Procedural Safeguards, Policies and Programs**

The Board of Education of this school district herein affirms that all procedural safeguards, policies and programs administered within the school district will be consistent with the Individuals with Disabilities Education Act and in accordance with the rules and regulations pertaining to special education as promulgated by the State Department of Education.

### **Individual Education Programs**

The psychologist, the parents, the student, the teachers of that student, the guidance counselor and the school administration will determine the course of study for each student in Special Education. Each student in Special Education will be dealt with individually because each student has abilities unique to himself.

### **Permanent Records**

A permanent record for each student is maintained in the school offices. The record includes such items as personal data, family data, health records, scholastic records, activity records, test data, etc. Any student, his parents or guardians may have access to the student's permanent record. These records are kept to facilitate the possible transfer of students to other schools and to substantiate request of transcripts from prospective employers and institutions of higher learning. Three sets of transcripts will be sent upon student request with no charge. Additional transcripts will cost \$1.00 each.

### **National Honor Society**

The National Honor society constitution provides eligibility for Sophomore, Junior, and Senior students. Cumulative grade point averages requirements are:

Seniors - 88                      Juniors - 90                      Sophomores - 93.

The four criteria for Society membership are scholarship, leadership, service, and character. The eligible students are required to fill out an application and return it to the designated person on time. All sections of the applications must be completed to be eligible for consideration. Any student who fails to hand the application in on time or fails to complete the application will automatically be dismissed from the selection process. The selection committee composed of selected high school teaching staff will review the completed applications. Students who score a total of **22 points** or more out of a possible 28 points shall be elected to membership in the Treasure Island Chapter of National Honor Society. Students are expected to maintain their scholastic average and maintain eligibility. Students who fail to meet this requirement maybe dismissed from membership in the National Honor Society.

### **State Requirements**

The school follows the eligibility requirements established by the Nebraska School Activities Association. All individuals involved in activities should be aware of the eligibility requirements established by the Nebraska Activities Association. These rules are spelled out in the Activities Guidelines.

### **Eligibility Lists**

Eligibility slips are required for anyone planning to participate in interscholastic contests or activities. (To be eligible to participate in interscholastic activities, a student cannot be on the **Down List in 2** or more subjects in the same week) A list of ineligible students, for the preceding week, will be prepared from the Power School program by 8:30 AM on Monday or the first day of the week. A list of ineligible students will be delivered to each teacher's mailbox and/or sent via email. (Eligibility will be based on the student's cumulative grade in all classes. Quarter grades will be used). In case of a severe discipline problem a teacher may recommend to the principal that a student be made ineligible for that week's activities. The downs list will start the second week of each quarter.

## **ATTENDANCE**

### **Attendance Policy and Student Absences**

The Board of Education believes it is the shared responsibility of the parent or guardian, the student and the school to establish and maintain desirable habits of punctuality and attendance. Parents cannot excuse students from school. They can only give the reason for the absence. The authority to determine whether an absence is excused or unexcused rests with the administration.

When a student is absent from school for a day or any part of a day, the parent should phone the school by 9:00 a.m. This procedure will help insure that your child reaches school safely and will be sufficient notification for the school's absence records.

Upon returning to school, those students whose parents have not called regarding their absence should present a written excuse to the office. Any student returning to school without a written excuse or previous phone contact from the parents/guardian will be asked to call their parent/guardian for verification of their absences.

Students must get a make-up slip upon returning to school or the absence will be considered unexcused. The student should have each of his/her teachers sign the make-

up slip indicating the work to be made up. Students will be given two days for every day absence (up to 10) to complete missing work.

### **Incomplete in Class**

In cases involving incomplete work due to illness, students shall have two days to make up incomplete work for each day of absence (up to 10).

### **Categories of Absences**

#### **Excused:**

A note or phone call from home giving the reason for the absence, i.e.: family bereavement; doctor or dental appointments; illness; special religious observances; demonstration of exhibits at the State Fair; court appearances; family emergencies and other family activities.

#### **Unexcused:**

Truancy, leaving school without checking out of the office, forged excuses or failure to bring a note from a parent/guardian giving the reason for absence after the student returns to school. Students with unexcused absences will be expected to make up the time minute for minute for the time absent.

#### **Medical:**

**A medical excuse will be issued when the doctor specifically states in writing that the student cannot attend school. Examples would be for a contagious disease or surgery. This DOES NOT include doctor visits.**

#### **Special:**

Participation in an E.H.S. activity is excused. Any excuse not covered above will be decided at the discretion of the principal. Any administrative decision as per classification of the excuse may be appealed prior to the absence when enough advance notice is given.

### **Absence Limitations**

**Excused:** Ten (10) per class per semester

**Unexcused:** None

The total of all absences shall not exceed ten (10) per class per semester. Any student exceeding 10 absences in any single class or more will automatically have all their credits deducted from all classes in which the absences exceed ten (10). If parents and students feel there are extenuating circumstances causing the excess absences, they may make an appeal to the Elwood Board of Education by contacting the school within 10 school days after a notice of excessive absenteeism is received. If this occurs, due process procedures will be followed. The administration may also assign make up time to any student who has exceeded ten (10) absences in any class.

Nebraska state law requires habitually truant students, defined as students who are absent more than twenty (20) days of school or the hourly equivalent, be reported to the County Attorney as being habitually truant.

Notices of attendance will be mailed to the Parents/Guardians after the 5th excused absence. Also, the student will confer with the principal after the fifth absence in an attempt to clarify any questions and point out all possible consequences. Parents will also be notified via a letter when a student receives an unexcused absence.

### **Tardiness**

**Will be handled by the classroom teachers.** 1<sup>st</sup> Tardy = Warning, 2<sup>nd</sup> Tardy = 10 minute detention, All subsequent tardies = 30 minute detention.

### **General Policy Statements**

1. For all foreseen absences (excused), a student should obtain a make-up slip from the office, make up his/her work in advance and have all his/her teachers sign it.
2. For all special absences, the sponsor of the activity will put a list of each student to be gone in each teacher's mailbox. It is the responsibility of the students to make up work to be missed. No make up slips will be issued in this case.
3. Any student who has been absent **MUST** have the appropriate "Admit Slip" before he/she will be admitted to class. It is the responsibility of the students to present their "Admit Slip" to the teacher.

### Final Exams

All students in grade 7-12 will take comprehensive semester finals each semester.

### Student Illnesses or Injuries

A form is provided for you to give us information necessary in taking action whenever your child(ren) become(s) ill or is injured while at school or at a school activity. Please complete this form and return to us within the first week of school.

### Leaving the Building - Grades 7-12

If a student leaves the building during school hours, he or she must have permission from the principal, a school administrator or one of the school secretaries. They must also sign out in the high school office. If he or she returns to school during the day, they must sign in, in the principal's office. Any student leaving the building during the day without permission or checking out in the high school office may be subjected to in-school or out-of-school suspension.

### Leaving the Building at the Lunch Break – Closed Campus

Students may not leave the building at lunch break. The only exception is that **students may walk to their parent's home for lunch** if the parent hand delivers a signed permission slip once each semester to an Elwood School administrator. An administrator of the school must specifically approve any other exception. Violation of this rule will automatically revoke the privilege for the rest of the school year.

## USE OF BUILDING AND GROUNDS

### Telephones

Students are to use the phones supplied in the secondary and elementary offices for long distance calls. Students may use the classroom phone with teacher permission for non toll calls. You must obtain permission from the secretary to use the phone. **NO ONE** will be called from a class to receive a telephone call unless the call is an emergency.

### Holiday Gifts

Gifts, such as Valentine's Day, Birthday, etc., will not be accepted at the school. Parents should give their children these gifts at home.

### Use of Copy Machines/Printers

Students may use the copy machine or computer printers for school related items only with permission. All personal items to be copied or printed will cost 10 cents per copy (front and back is 2 copies).

### Locker Rooms

No student should be in the locker rooms during the day unless it is for PE. No coach or teacher may give permission for students to dress early for practice. All students in PE should shower and will not be permitted to return to class in PE clothes. Students should not keep anything of value in their lockers and should always have their locker locked when they are not in the locker room.

### Lockers and other School Property

Student lockers, desk, computer equipment and other such property is 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 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.

### Visitors

Visitors are asked to report to the Office upon arriving. Student visitors are **not allowed**. Visitors eating lunch at school will be expected to pay cash--federal regulations will not permit visitors to "borrow" from a student's lunch account.

### Student Vehicles and Bicycles

There will be no driving, (unless by special permission from the administration), lounging, or riding in cars or other vehicles during school hours. This includes lunch hour. Bicycles will be placed in the bike racks. Bicycles are to be left there until dismissal time in the afternoon. Permission will be given to go to a Doctors appointment if we have a written excuse from a parent. Students' motorcycles are to be put in the same area as the student car parking area. They are not to be put on the school sidewalks or lawn. There will be no driving of motor vehicles (unless by special permission from the administrator) during the noon hour or school hours. All speed limits and traffic signs must be observed when entering or leaving the parking areas.

### **Parking**

Student parking is located on the South side of the parking lot and in the street between the school and the football field. Student parking is not allowed on the North side of the parking lot next to the school.

### **Care of School Property by Students**

Except in cases of unavoidable accidents, students and/or their parents are liable for all damage they may do to school property and will be required to make restitution for damages incurred. This includes writing or carving on school desks, books, or any other school property.

### **Care of Personal Property by Students**

Students are encouraged to mark all personal property so that it can be identified if lost or stolen. This includes the marking of personal apparel such as gym clothes, coats, shoes, etc.

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

### **Student Discipline**

Good discipline in the school is extremely important to the school program. With good discipline the school can discharge its primary responsibility in the development of citizenship and students can realize their greatest opportunities for growth. In maintaining discipline, teachers must be able to proceed with the assurance that support will be forthcoming from the Superintendent, Principal, and the School Board. Profanity of any kind will not be tolerated. Students using profanity may be subject to a warning, detention, in-school-suspension and/or Out of school suspension depending on the severity of the profanity being used.

Any students receiving short-term suspension may make up any class work, including, but not limited to, examinations missed during the period of suspension. They will, however, receive zeros on all assignments they complete during short-term suspension.

### **Hall Passes & Student Planners**

Student planners are provided to students in grades 7-12 for the purpose of assisting students with organization, study skills, time management, etc. Students in grades 7-12 are required to have their student planners with them during school hours. These planners will serve as their **passbook to leave their classrooms during class periods**.

Students will be allowed two passes per day except for restroom visits. Teachers will sign the book on the corresponding date with the appropriate information including place and time. Teachers may give additional passes for research, running errands, and other appropriate reasons.

If the student loses their planner, tears it apart, paste unnecessary pictures or other items on or in the planner, writes inappropriate remarks on or in the planner they will be required to purchase a new one from the office for \$5.00. Students will not be permitted to use or possess someone else's planner. Students who lose or do not have their student planner with them will not be permitted to leave the classroom.

### **Study Hall Rules**

1. Students must bring something to study or read.
2. No student may leave the study hall except to get help from another teacher, who has signed their agenda, or to go to the library to check out an AR book.
3. Students needing to study together may do so if approved by the study hall teacher and if they do so quietly. Excessive noise will result in the loss of the privilege of studying together.
4. Students on the weekly down list will not be allowed to check out of the study hall for any reason unless they have a signed pass from a teacher for help.
5. There should be no games played in study hall. This includes cards, tic-tac-toe, paper football, etc.
6. The teacher will monitor the use of computers in the study hall and has the authority to regulate student usage.

### **Student Detention**

Students who have misbehaved may be assigned to detention. Students will report to the teacher who assigned the detention with something to work on or read by 3:50 on the day detention is assigned. Bus students will be given one day to make arrangements and will be expected to report to detention the next day. Being late, not having anything to work on, visiting with others, sleeping, chewing gum, or having pop or candy in detention will result in being dismissed and doubling the detention time. No student will leave the detention room for any reason after 3:50 until they have completed their time. Failure to

appear for detention will result in detention time being doubled. Continued failure to appear will result in **out-of-school suspension**. Students may have time extended for repeated violation of the same rule.

### **Hazing**

Any hazing of any student by any other student or as a part of an initiation to an organization is prohibited in any and all circumstances.

### **Bullying and Harassment of Students**

Bullying and/or harassment of any student is an unacceptable form of behavior and Elwood Public Schools will not tolerate any form of it. Bullying and harassment is defined as but not limited to an individual or group of individuals who are or feel threatened, abused or undermined by another individual or group of individuals. Bullying can be expressed through physical, verbal, or intimidating behavior. A substantiated charge against a student in a school district shall subject that student to disciplinary action including, but not limited to, suspension or expulsion.

### **Sexual Harassment of Students**

It is the policy of the school district to maintain learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any member of the school district staff or employee of the school district, to harass a student through conduct or communication of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined below.

### **Definitions**

Unwelcome sexual advances, request for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a school employee to a student or when made by any student to another student, constitutes sexual harassment when:

- (a) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- (b) Submission to or rejection of such conduct by an individual as used as the basis for academic decisions affecting that individual;
- (c) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to, the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcome touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

### **Procedures**

Any person who alleges sexual harassment by any employee of the district or another student in the district may use the district's complaint procedure or may complain directly to the superintendent of schools, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual status nor will it affect future employment, grades or work assignments.

The right to confidentiality, both of the complainant and the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

A substantiated charge against an employee of the school district shall subject the employee to disciplinary action, including, but not limited to, discharge. A substantiated charge against a student in a school district shall subject that student to disciplinary action including, but not limited to, suspension or expulsion.

### **Possession of Weapons**

Any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm or dangerous weapon on school grounds or school zones (including the streets surrounding the school), in a school owned vehicle being used for a school purpose, or at a school-sponsored activity or athletic event may be expelled from school for one calendar year. The administration or school board may modify the expulsion requirement on an individual basis.

**The term firearms means:**

- (A) Any weapon (including a starter gun) that 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
- (D) Any destructive device which includes: Bomb, Grenade, Rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, and/or device similar to any of the devices described in the preceding classes.

**The term dangerous weapons means:**

- (A) A dangerous weapon is defined as any item that is ordinarily or generally considered a weapon
- (B) Any item that a student has intent of, or use to harm another individual or themselves.

**Insubordination**

Insubordination is the failure to respond appropriately to any reasonable request by a staff member or administrator. Failure to respond to a reasonable request will result in disciplinary action ranging from verbal reprimand to suspension or expulsion.

**Alcohol, Tobacco, Use of Other Drugs**

The Elwood School District recognizes that the use of tobacco, alcohol and illegal drugs is a significant health and social problem. Student tobacco, alcohol, and illegal drug use results in negative effects on behavior, learning, social and physical development. Because we believe that we have the obligation to address what we consider to be detrimental influences on student performance, achievement and development, the following substance abuse/activity participation policy was developed. It is a part of a total effort to discourage the use of tobacco, alcohol, and other illegal drugs by the young people of our community.

The use of dogs to walk locker rooms, parking lot (including the street between the school and football field), or other parts of the school grounds to determine the presence of illegal drugs will occur at any time during the school year and without prior notice to students or parents.

Any student of the Junior or Senior High School shall be subject to the penalties outlined below if it is determined that the student has had possession of or used alcohol, tobacco (including e-cigarettes, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect), vaporizers (including vapor pens and non-medical vapor and vapor dispensers, regardless of whether such products contain nicotine), illegal drugs, drug paraphernalia, or abused any other form of mind-altering chemicals (e.g. salvia, K2, prescription drug misuse, huffing), such determination shall be based on a witnessed violation, an admitted violation, or upon citation by law enforcement. Witnessed violations shall be reported by any school employee to the activities director, sponsor involved, or to the school's administration. School officials will also rely upon law enforcement officials in determining violations.

The following are some situations that will result in suspension:

- (a) Any witnessing of a student involving the use, possession or distribution of tobacco, alcohol or controlled substance by any member of the certified staff of the Elwood Public Schools.
- (b) Any confession by a student to a teacher or administrator involving the use, possession or distribution of tobacco, alcohol or any controlled substances.
- (c) Any citation by law enforcement involving the use, possession or distribution of any controlled substances or alcoholic beverages.

The enforcement of this policy will begin with the official starting day of the fall sport season established by the Nebraska School Activities Association and will end on the last official day of school in a given year as established by the Board of Education unless the activity extends beyond the last official day of school.

This policy applies to:

- All students when school is in session.
- All athletics
- Fine arts activities including but not limited to speech, vocal and instrumental music, plays.
- School sponsored activities including but not limited to National Honor Society, Student Council, School Dances (including Prom), FCCLA, Academic Bowl Teams, and Homecoming Activities.

Penalty for violation of this policy.

- First Offense – A student who self reports a violation of this policy to the principal or superintendent by 8:25 AM the next school day after a violation has occurred AND discloses where the illegal contraband came from will not

be allowed to participate in any activity for a period of two (2) weeks (10 school days and/or days with school activities in which the student is a participant), beginning with the first scheduled contest in that activity. Any student who fails to notify the schools administrator of a violation by 8:25 AM the next school day after a violation has occurred or does not disclose where the illegal contraband came from will not be allowed to participate in any activity for a period of four (4) weeks (20 school days and/or days with school activities in which the student is a participant), beginning with the first scheduled contest in that activity. The student will be required to practice and attend all non-school day contests with the team, although not dressed out, and will assist the coach or sponsor if necessary. If the violation occurs between seasons or events, the penalty will be enforced during the next season or event. Students who go out for an activity to serve their punishment will be expected to finish the season in that activity or the punishment will not be allowed to be worked off.

- If the violation occurs when school is in session, or at a school sponsored activity, the student will not be allowed to participate in any activity for a period of four (4) weeks (20 school days and/or days with school activities in which the student is a participant), beginning with the first scheduled contest in that activity. The student will also be subjected to a suspension by the school administrators as per-incident may warrant. All incidents will be reported to the student's parents and the Gosper County Sheriff Department.

**Second Offense** - The student will be automatically expelled from all activities for the remainder of the school year.

Any student convicted or adjudicated in juvenile court of a felony will be dismissed from all activities for the remainder of the school year and may be subjected to suspension or expulsion based on the seriousness of the incident.

#### **School Dances and Activities**

The Elwood Public Schools reserves the right to administer a breathalyzer test to all students and their dates attending any school dances including homecoming and prom. Any student who fails the Breathalyzer test will be reported to Gosper County Sheriff Department and/or other law enforcement agencies and their parents will be called. Students who fail a Breathalyzer test will not be allowed to leave without their parents or until they are turned over to the Gosper County Sheriff Department and/or other law enforcement agencies.

Any student who is suspected of being under the influence of alcohol at a school activity or during the regular school day may be given the Breathalyzer test. Any student who fails the Breathalyzer test will be reported to Gosper County Sheriff Department and their parents will be called. **Dates to the Junior/Senior Prom must be at least in the 9<sup>th</sup> grade and under the age of 21. All out of school dates are subject to administrative approval. Students on the down list are ineligible to attend any school dance that week. Out of town dates that have been suspended/expelled from school will not be allowed to attend Homecoming or Prom dances.**

#### **Student Dress Code**

The Board of Education endorses the concept that appropriate school attire is conducive to a learning atmosphere. The responsibility for the appearance of students in the public schools of this district rests with the parents and the students themselves. Clothing should be clean, inoffensive and in good condition. For general health and well-being, please see that your child comes to school neat and clean. Apparel must comply with the health, safety codes, and reflect hygienic standards that do not interfere with the educational process.

Gang apparel shall not be worn on school grounds or at school activities. Gang apparel is defined to include clothing, jewelry or accessories generally associated with gangs including the anarchy symbol. Gang apparel includes sagging or excessively baggy pants that touch the floor, and/or excessively long belts that are worn down either leg. Tattoos of objects that are generally associated with gang symbols must be covered while the student is attending school. As examples of gang apparel changes, this policy will change accordingly and students and parents will be notified of any changes.

Students will not be permitted to mark themselves or others with pens or markers for any reason. Those doing so will be asked to wash the markings off. Continued violation of this rule will result in disciplinary action. **Exceptions will be made for putting on school symbols or insignia during spirit week.**

Any question concerning appropriate apparel shall be handled on an individual basis by the immediate supervisor, teacher, or building administrator or designee. The school administration will have the final authority on banning any clothing or apparel that in the opinion of the administration interferes with the education process at E.P.S.

**Students (both male and female):**

- 1) Attire promoting alcohol, tobacco, drugs or which is of questionable taste is not to be worn during school hours.
- 2) Students may not wear clothing that is excessively revealing such as Yoga pants/Leggings (unless covered with shorts or a skirt), short mini-skirts, short-shorts, tank tops, Spaghetti strap tops without an under shirt, loosely fitting and low cut halter tops, mesh shirts (unless a T-shirt is worn underneath), or shirts which expose the midriff.
- 3) Shoes, boots, or sandals must be worn at all times.

**Strict rules will be enforced. Violations of these rules will result as follows .**

- 1) **First Offense** - One warning and student will be required to go home and change.
- 2) **Second Offense** - Student will be required to go home and change and stay one hour after school.
- 3) **Third Offense** – **Out of School Suspension**

**Student Conduct on School Buses**

Student sponsored transportation is an extension of the classroom. Students are required to conduct themselves in a manner consistent with established standards for classroom behavior. All students involved in activities must ride to that activity with the group. They may go home with a parent only after the event is over and if the parent requests permission in person by providing a note to the sponsor of the activity. Route bus drivers are responsible for bus discipline and may refer problems to the administration.

**Coaches/Sponsors are responsible for discipline on Activity trips.**

**Male/Female Relationships**

Students are expected to conduct themselves with decorum and respect for themselves and others in personal relationships. Public demonstration of kissing, embracing, hand holding and other intimate contacts are embarrassing to others and show little respect for the reputation of the partner involved. Students in violation of this rule may be referred to the office for disciplinary action if verbal reminders have no impact. Those who continue to violate this policy will face disciplinary action ranging from in-school suspension to expulsion.

**Lockers**

Students are assigned lockers for their coats and books. Students are not to be in any locker other than their own. Please respect other people's property, as you would want them to respect yours. **DO NOT** store or keep items of value or money in your locker. If you must bring money or valuables to school, you may check them into the office for safekeeping. Lockers are the property of the school and may be inspected at any time. Student lockers must be kept in a neat and orderly manner.

If you bring valuables from home such as calculators, mark them with your name so that they may be identified. You may bring locks from home for your locker. Students bringing locks from home must leave a key or the combination in the office. Anyone caught taking another person's property, whether for a practical joke or otherwise, may be suspended from school and extracurricular activities. The Gosper County Sheriff Department may be called in any case in which a theft has occurred. Restitution will also be made when necessary. **KEEP VALUABLES IN THE LOCKER ROOMS LOCKED IN YOUR LOCKER!**

**Electronic Devices / Cell Phones**

**Students are not to use electronic devices such as cell phones, pagers, CD players or other like equipment during class time.** The first violation of this rule will result in the item to be confiscated and given to the principal where the student may pick the item up at the end of the day. If a second violation occurs the item will be given to the principal and the student's parents will be required to pick up the item and the student will not be able to have the device in their possession during the school day the remainder of the school year. Those who continue to violate this policy will face disciplinary action ranging from detention to expulsion.

Any electronic device found to contain or display inappropriate material or language may result in additional disciplinary actions and/or be turned over to the Gosper County Sheriff.

### **Pop, Milk, and Juice Machines**

Students will be allowed to purchase pop or juice between the hours 8:00-12:00 and 1:00 to the end of school. Only two (2) students will be allowed to check out at a time to the lobby. Those who violate this rule in any way will have this privilege revoked. Signing out to the pop, milk, or juice machine will count as one of the student's two passes.

### **Solicitation and School Activity Funds**

The Superintendent must authorize any solicitation made in the community by any student or any student organization representing the school in any way. Such funds become the legal property of School District No. 30, Elwood Public and will require the approval of the Superintendent for being expended. Further, the administration reserves the right to limit the amount of such expenditures for any purpose.

### **Check Out Procedure**

Students must secure a checkout sheet from the office and must return all books, materials, school property, pay all fines, and have the signature of all teachers, librarians, district secretary, and principal before the student will be cleared to check out. Please begin this process 2-3 days before you are to leave the district to give yourself time to return all school properties and to clear up any outstanding debts to the school.

### **Insurance Program**

A group plan of pupil accident insurance shall be made available on a voluntary basis to every pupil registered in the schools of the district from kindergarten through grade twelve. The plan shall be selected annually and shall include provisions for coverage on an optional basis for participation in interschool athletics. The availability of such a policy shall not be interpreted in any way as an acknowledgment of liability by the school district for accidents by students participating in school activities.

All football, basketball, wrestling, track, and volleyball players must have some form of insurance, either school or home. Insurance is available for all students if they desire it.

### **Physical Examinations of Student**

The school district requires evidence of a physical examination by a qualified physician for every kindergarten student, in the case of elementary school, and for every seventh grader, in case of secondary school. Students transferring to the school district from out of state must also provide proof of physical examination. Such proof of physical examination must be provided to the school principal prior to admission to the school. Such physical examinations must have taken place within six months prior to the entrance of the student into the school system.

Any parent who objects to such a physical examination because of religious or personal beliefs shall present these objections in writing to the proper school officials in lieu of the proof of physical examination.

All participants in interschool athletic activities shall comply with the established regulations of the Nebraska School Activities Association in regard to physical examinations.

### **Suspension From School**

A student may be suspended or expelled from school on the basis of evidence that the student has committed any of the following acts while attending school or participating in any activity sponsored by the school:

- 1) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- 2) Willfully causing or attempting to cause substantial damage to property, stealing, or attempting to steal property of substantial value, or repeated damage or theft involving property;
- 3) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student.
- 4) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- 5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (this includes the use of facsimile or replica weapons);
- 6) Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in R.R.S. 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in R.R.S. 53-103, or being under the influence of a controlled substance

or alcoholic liquor. Possession of e-cigarettes, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect, vaporizers (including vapor pens and non-medical vapor and vapor dispensers, regardless of whether such products contain nicotine), Any consumables containing THC

- 7) Public indecency, as defined in R.R.S. 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;
- 8) Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at an educational function or event. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in R.R.S. 28-319 and 28-320; as such sections now provide or may hereafter from time to time be amended;
- 9) Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
- 10) A repeated violation of any rules and standard validly established pursuant to section 79-262 if such violations constitute a substantial interference with school purposes.

A student may be suspended or expelled from school for a period of up to one year. A complete copy of the Student Disciplinary Policy, which lists your rights and responsibilities, may be obtained from the office of the Superintendent of Schools. This policy is in compliance with State Statutes passed in, 1996.

## **STUDENT FEES POLICY**

The board of education 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. 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 students extending 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. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, etc.), students bringing their own or paying the reasonable cost of specialized equipment or supplies for their personal preference or personal retained benefit of the students (for example, band equipment, locker deposit or rental fees, shop class materials where the student keeps the product and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments etc.) and assisting with special programs, such as field trips, summer school, school dances and plays. The district's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the district.

Under the Public Elementary and Secondary Student Fee Authorization Act, the district is required to set forth in a policy its guidelines or policies for specific categories of student fees. The district does so by setting forth the following guidelines and policies. Parents, guardians and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

### **I. Definitions:**

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

### **II. Fees Authorized under Nebraska Law:**

The board recognizes that under the Public Elementary and Secondary Student Fee Authorization Act, the district may charge students a fee or require students to provide or pay for the following:

- A. Participation in extracurricular activities;

- B. Admission fees and transportation charges for spectators attending extracurricular activities;
- C. Postsecondary education costs;
- D. Copies of student files or records pursuant to Neb. Rev. Stat § 79-2,104;
- E. Materials for a course project if there are reasonable written guidelines and the project becomes the property of the student;
- F. Nonspecialized attire within reasonable written guidelines;
- G. Musical instruments for optional courses that are not an extracurricular activity, subject to the district waiver policy;
- H. Specialized equipment or attire for music courses that are extracurricular activities, subject to the district waiver policy;
- I. Transportation pursuant to Neb. Rev. Stat. §§ 79-241 (option enrollment), 79-605 (non-resident) and 79-611 (4 mile);
- J. Reimbursement for property lost or damaged by the student;
- K. Before-and-after school or pre-kindergarten services offered pursuant to Neb. Rev. Stat. 79-1104;
- L. Summer school or night school; and
- M. Breakfast and lunch programs.

### **III. Admission fees and transportation charges.**

The district may charge admission fees and transportation charges for spectators attending extracurricular activities. These fees and charges are subject to the district's fee waiver policy, see section XV, below.

### **IV. Postsecondary education costs:**

Any postsecondary courses offered by the district shall be offered without charge for tuition, transportation, books or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

### **V. Materials required for course projects:**

Students shall furnish or pay the reasonable cost of any materials required for course projects where reasonable written guidelines are provided and where, upon completion, the project becomes the property of the student.

### **VI. Nonspecialized attire required for specified courses and activities:**

- A. **Student provided:** Students have the responsibility to furnish and wear nonspecialized attire meeting general district grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear nonspecialized 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 program, course or activity and where those requirements are reasonably related to the course or activity.
- B. **District provided:** The district will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials, heat treatment, tempering or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations or other similar hazards. Building administrators shall assure that such equipment is available in the appropriate classes and areas of the school buildings. Teachers shall instruct students in the use of such devices and to assure that students use the devices as required. Students shall follow such instructions.

### **VII. Musical Instruments for Optional Courses:**

Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available for those students who would qualify for free or reduced price lunches under United States Department of Agriculture child nutrition programs. However, the district is not required to provide for the use of a particular type of musical instrument for any student.

### **VIII. Specialized Equipment or Attire for Extracurricular Music Activities:**

For music courses that are extracurricular activities, students may be required to provide specialized attire or specialized equipment, such as musical instruments, or to pay a reasonable usage cost for such attire or equipment. Payment of any fee under this section is subject to the district's fee waiver policy, see section XV, below.

### **IX. Transportation fees:**

The district may charge fees for transportation pursuant to Neb. Rev. Stat. §§ 79-241 (option enrollment), 79-605 (non-resident) and 79-611 (4 mile) to the full extent permitted by federal and state laws and regulations.

### **X. Lost or Damaged Property:**

The district may charge a fee or fine for school district property lost or damaged by a student.

### **XI. Public Hearing:**

On or before August 1, 2002, and annually each year thereafter, the school board shall hold a public hearing at a regular or special meeting of the board on a proposed student fee policy, following a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the prior school year. The student fee policy shall be adopted by a majority vote of the school board and shall be published in the student handbook. The board shall provide a copy of the student handbook to every student at no cost.

#### **XII. Student Fee Fund**

The district hereby establishes a student fee fund. The student fee fund shall be comprised of all money collected from students from: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school, night school or Odysseyware classes. No other money shall be deposited in the student fee fund, whether from other student fees or taxes. The money shall be expended for the purposes for which it was collected from the students.

#### **XIII. Summer School and Credit Recovery Classes:**

**Students enrolling in ODYSSEYWARE for Credit Recovery classes, in the summer for failing classes at EPS will be assessed a fee of \$300 per course enrolled.**

#### **XIV. Breakfast and Lunch Program:**

Following is the schedule of fees required for the breakfast and lunch program offered by EPS.

Full price meals - Elementary: Breakfast - \$1.85, Lunch - \$2.45, milk - 50 cents; Secondary:

Breakfast - \$1.85, Lunch - \$2.70, milk - 50cents.

Reduced price meals – Elementary and Secondary: Breakfast - .30 cents, Lunch - .40 cents.

#### **XV. Fee Waiver Policy:**

Any fees to be charged or materials required to be provided for the following shall be waived for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs: (1) Participation in extracurricular activities; (2) Specialized equipment or specialized attire for participation in extracurricular activities; (3) Course Project Materials as provided in Section V above; (4) Musical instruments both for participation in optional music courses that are not extracurricular activities and for participation in extracurricular activities. Participation in a child nutrition program is not required to qualify for the waiver described in this section.

#### **XVI. Severability Clause:**

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

## **FERPA RIGHTS**

#### **Notification of Rights under FERPA for Elementary and Secondary Institutions**

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 educational records. They are:

- 1) The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. 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 educational 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 requirement of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U. S. Department of Education  
600 Independence Avenue, S. W.  
Washington, D.C. 20202-4605**

The Family Educational Rights and Privacy Act allow the release of certain directory information to those who request it. Directory information includes the following information relating to a student: The students' name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Parents, or students over the age 18, have the right to refuse to permit the designation of any or all categories of directory information be released if Elwood Public Schools is notified in writing by **August 21<sup>st</sup>, 2015** that such personally identifiable information is not to be designated as directory information with respect to that student.

**STANDARDS OF STUDENT CONDUCT PERTAINING TO THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS OR ALCOHOL ON SCHOOL PREMISES OR AS PART OF ANY OF THE SCHOOL'S ACTIVITIES**

It shall be the policy of the School District 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 hereinabove described shall include, but not be limited to, the following:

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

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

\*\*Elwood Public School will provide a breakfast and lunch program for students and staff. In accordance with Federal Law and U.S. Department of Agriculture policy:

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at: U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at: [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

This institution is an equal opportunity provider.

**\*\*You must sign the Acknowledgement of Receipt and Internet Use page included in the information packet and return it to the school by August 21<sup>st</sup>.\*\***

## Acknowledgement of Receipt and Internet Use

2015-16

### ACKNOWLEDGMENT OF RECEIPT

"This receipt shall serve to demonstrate that you as parent or guardian of a student attending Gosper County School District No. 30 have received notice of the standards of conduct of this district exacted of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as 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 P. L. 101-226 and 34 C.F.R. Part 86, both Federal Legal requirements for the district to obtain any 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 alcohol on school premises or as a part of the school's activities as hereinabove 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 such student.

2015-16

### Policy Concerning Internet Use by Students

It shall be the policy of Elwood Public School District No. 30 to provide educative and curriculum related opportunities to the students of the district by providing telecomputing services by (Internet) to the students of the district. The district, by adopting this policy recognizes that access to the Internet, data available through the Internet and the placing of data onto the Internet may be technically difficult to monitor and control. It shall, in recognition of the educative and curricular benefits of, Internet, be the policy of this district to revoke the privilege of any user who misuses the Internet by engaging in activities not related to the educative purposes or to the curricular offerings of the district.

User access will be prohibited and revoked as to any person who uses the Internet for activities such as, but not limited to, receiving or inputting pornographic materials, promoting violence, engaging in racial, gender or other slurs, receiving or transmitting information pertaining to dangerous instrumentalities such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices, for engaging in uses of a defamatory nature, for personal attacks on or "flaming" of another, for engaging in non-educative or non-curricular related conversations, including chat rooms, and for accessing or inputting items of a strictly entertaining or recreational nature not related to the educative purposes or the curriculum of this district.

Additionally, to the extent that it can be reasonably determined by the administration what fees if any have been incurred by a person for non-authorized purposes, it shall be the policy of this district to seek reimbursement and full restitution from the student or his or her parent or guardian, for use of the Internet in a manner inconsistent with this policy.

It shall further be the policy of this district to provide a copy of this policy to each student user of the Internet and to his or her parent or guardian.

I hereby acknowledge that I am aware of the Elwood Public School's policy concerning use of the Internet

**\*\*You must sign the Acknowledgement of Receipt and Internet Use page included in the information packet and return it to the school by August 21<sup>st</sup>.\*\***

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Parent Signature