

# Student Handbook

Kiewit Middle School  
2019-2020



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Superintendent: Dr. Jim Sutfin

Millard Board of Education

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## **Kiewit Middle School Student Guide**

Kiewit Middle School  
15650 Howard Street  
Omaha, NE 68118  
Phone: 715-1470  
Fax: 715-1490

Web Page: <http://kms.mpsomaha.org>

### **Administration**

Mr. Marshall Smith	Principal
Mrs. Pat Meeker	Assistant Principal
Dr. David Hemphill	Assistant Principal

### **PETER KIEWIT MIDDLE SCHOOL MISSION and STRATEGIES**

Kiewit Middle School, a collaborative community of families and educators, engages and challenges the whole child in a differentiated and positive learning environment through rigorous instructional practices. We guarantee the growth of each student by developing character, knowledge, and skills necessary for individual excellence and responsible citizenship in our global society.

1. We will develop and implement plans to educate students, staff, and families on 1:1 devices, social media, and digital citizenship in order to support the academic engagement and emotional well-being of our KMS students.
2. We will increase student engagement and achievement by implementing consistent academic and behavior systems.
3. In cooperation with families and community, we will develop and implement plans that attract and engage our community more frequently and effectively to maximize collaborative partnerships.

### ***INTRODUCTION***

Dear Students and Parents:

Welcome to Peter Kiewit Middle School. We pride ourselves on offering a challenging academic experience for every student. We are very proud of our staff and facilities and want your school to be a safe and caring place where students can learn, practice life skills, and participate in a variety of activities.

Students and parents are urged to read this handbook carefully. It contains information about our school and outlines the rules and regulations of Millard Public Schools.

We hope this information will help you feel more comfortable and informed about helping our school achieve the high expectations we set for our students and ourselves. Please feel free to contact our staff if you have any questions.

We will strive to do “whatever it takes” to ensure student success and the promotion of a strong community.

Sincerely,  
Marshall Smith, Pat Meeker, David Hemphill

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## SCHOOL CALENDAR 2019-2020

New Family Dinner 5:30	August 6th
Fall Orientation	August 6th and 7th
First day for Students	August 12th
	7:45- 10:15 7 <sup>th</sup> /8 <sup>th</sup> Grade
	11:15-3:00 6 <sup>th</sup> Grade
Open House	August 20th
NO SCHOOL- Labor Day	September 2nd
End of Hexter 1	September 22nd
Conferences 4:00-8:00	October 14th and 15th
NO STUDENTS	October 16th, 17th and 18th
End of Hexter 2	November 6th
All Millard Vocal Festival	November 7th
Veteran's Day Assembly	November 11th
Instrumental Concert	November 14th
Thanksgiving Break	November 27th, 28th and 29th
6 <sup>th</sup> Grade Concert 6:00	December 10th
7th/8th Vocal Concert 6:00	December 12th
End of Hexter 3	December 20th
Winter Break	December 21st - January 5th
8th Grade Band Concert with MNMS at MNHS	January 14th
NO STUDENTS- MLK Day- Staff Dev	January 20th
Conferences 4:00-8:00	February 10th and 11th
NO STUDENTS	February 13th and 14th
NO STUDENTS (President's Day)	February 17th
End of Hexter 4	February 23rd
8th Grade Vocal Concert with MNMS at MNHS 7:00	March 3rd
Show Choir Concert 6:00	March 12th
Show Choir Elementary Tour	March 13th
Spring Break for Students	March 16th - 20th
End of Hexter 5	April 12th
All Vocal Concert 6:00	April 30th
5 <sup>th</sup> Grade Orientation (early dismissal at 10:45)	May 1st
5 <sup>th</sup> Grade Parent Night 6:00	May 4th
All Band Concert 6:00	May 5th
All Orchestra Concert 6:00	May 12th
8 <sup>th</sup> Grade Recognition Night 6:00	May 21st
Memorial Day - No School	May 25th
Last Day of School (with 4 snow days)	May 29th - Half Day

*This calendar includes four days of school that may be used in case of inclement weather. If fewer (or more) days are used, the last day of school will be adjusted accordingly.*

## ADMINISTRATION

Principal  
Assistant Principal  
Assistant Principal

Mr. Marshall Smith  
Ms. Pat Meeker  
Dr. David Hemphill

## TEACHING STAFF

### 6A Teachers

Ms. Peterson  
Ms. Devney  
Ms. Bruntz  
Mr. Kraft

### 6B Teachers

Ms. Meyer  
Ms. Engesser  
Ms. Blair  
Ms. Pugel

### 6C Teachers

Ms. McKinney  
Ms. Sheppard  
Ms. Backhuus  
TBD

### 6<sup>th</sup> Grade Special Education

Mr. Betzold  
Ms. Marsh

### 7A Teachers

Ms. Mason  
Dr. Wickham  
Ms. Nespor  
Mr. Pilkington

### 7B Teachers

Ms. Root  
Ms. Howe  
Ms. Gade  
Ms. Walsh

### 7C Teachers

Ms. Simon  
Ms. Dahl  
Ms. Ramiah  
Ms. Rakowsky

### 7<sup>th</sup> Grade Special Education

Ms. Elyea

### 8A Teachers

Mr. Plugge  
Mr. Wenz  
Ms. Mach  
Mr. Van Dyke

### 8B Teachers

Mr. Kucera  
Mr. Kisicki  
Ms. Begley  
Ms. Rinehart

### 8C Teachers

Ms. Janicek  
Ms. Gomez  
Mr. Stodola  
Ms. Patten

### 8<sup>th</sup> Grade Special Education

Ms. Hirschman



**World Language**

TBD

Ms. Mendez  
Mr. Horpedahl  
Ms. Engel

**Family/Consumer Science/Health**

Ms. Hansen  
Ms. Hanish

**Music**

Ms. Fleury  
Ms. Hinz  
Mr. Morris

**Speech Pathologist**

Ms. Korshoj

**Learning Center**

Ms. Slaughter

**Secretaries**

Ms. Schuetz  
Ms. Turgeon  
Ms. Sledge

**Art**

Ms. Blanchard  
Ms. Johnson

**Industrial Tech**

Mr. Merz

**Counselors**

Ms. Meister  
Ms. Hook  
Mr. Birge

**Spec. Education 6-8**

Mr. Shazam

**Nurse**

Ms. Znamenacek

**Paraprofessionals**

Ms. Abrams  
Ms. Bell  
Ms. Bruening  
Ms. Cochlin  
Ms. Hale  
Mr. Heflin  
Ms. Mann  
Ms. Drummond  
Ms. Sanders  
Ms. Schmidt  
Ms. Willner  
TBD

**Computers**

Mr. Keller

**Physical Education**

Ms. Jurgens  
Mr. Daubert  
Mr. Lackovic

**Librarian**

Ms. Coffman

**Psychologist**

Ms. O'Toole

**High Ability Learner Facilitator**

Ms. Guthrie

**Activities Director**

Mr. Wenz

## **ATTENDANCE**

### **ABSENCES**

Parents or guardians should notify the school by phone (715-1470) the morning of the child's absence; preferably by 8:30 a.m. Parents may also leave a message on the school answering machine. If no contact is made by the home, a phone message and email will go out around 9:30 a.m. to let parents or guardians know of the absence. If no phone contact is made, the student should report to the main office upon return to the school and present a written excuse signed by the parent or legal guardian. Students will be given one day to bring the note excusing their absence. Failure to do so may result in disciplinary action.

If a parent or guardian has called the school on the day of the student's absence, upon his/her return to school the student may go directly to class without stopping at the main office for an admit slip. Students absent for the majority of classes during the school day may not participate in after school activities.

If a student knows that he/she is going to be absent for an extended period, he/she should bring a parent note to the office.

Students are responsible for attending all classes on their schedules (study halls, lunch, etc.). Any failure to fulfill these obligations without prior permission constitutes a violation of school rules (truancy).

Millard Public Schools Policy/Rule 5200.1 defines the district attendance policies.

### **TARDINESS**

Arriving after the scheduled starting time is tardiness. Students who are tardy to first hour must get an admit slip from the office. If a student was tardy due to a doctor/dentist appointment, he/she needs to bring a note from the doctor/dentist. **Other tardies will not be excused.** If a teacher holds students beyond the regular end of class time, thus making students late for another class, that teacher will provide students with a hall pass. When a student is tardy to school 9, 12, and 15 times it will be recorded on each student's disciplinary record. The principal or the counselor will send letters of concern home after a student is tardy 9 times. Disciplinary action may be taken in the form of structured lunch detentions if a student is tardy 12 or more times per semester. Saturday School assignments may be made if tardiness becomes chronic.

### **TRUANCY**

A truancy is defined as follows: a student does not attend school; a student does not attend a class; a student leaves campus after arrival without permission of school officials; or a student is in an area without permission. A student who is truant will need to complete all work assigned during absences. This may include before, during and after school time. Truancy will result in disciplinary action.

### **LEAVING SCHOOL**

Kiewit Middle School is a closed campus, and students will not be allowed to leave once they have arrived on campus unless they have an approved excuse from a parent or legal guardian. Leaving school for lunch is discouraged, but parents may join their child for lunch in our cafeteria.

When parents request that their child leave the school campus during the school day, a note from the parents should be brought to the office. An early dismissal pass will be issued which must be signed by teachers and returned to the office. Students who depart during school hours need to be signed out in the office by a parent.

## **GRADING GUIDELINES/INFORMATION**

### **GRADES**

Grades reflect the educational growth of the student in relationship to his/her ability and achievement. The following grading scale is used:

- 1 = 93% - 100%
- 2 = 92% - 85%
- 3 = 84% - 77%
- 4 = 76% - 69%
- 5 = 68% or lower

### **HONOR ROLL**

Scholarship is recognized and encouraged through an academic Honor Roll. The Honor Roll is compiled at the close of each of the trimesters. Those students making the Honor Roll will be awarded a certificate and honor roll labels will be distributed each Hexter. Students with a 4 or 5 in any class will not be considered for Honor Roll. Students making the honor roll for two consecutive Hexters will receive a Kiewit Honor Roll bumper sticker.

Criteria for honors is as follows:

- Regular Honors - Grade point average must be a 3.0 - 3.79
- Superior Honors - Grade point average must be a 3.8 - 3.99
- Grade Point average of 4.0

Grade point average is determined by the following scale: 1=4 grade points, 2=3 grade points, 3=2 grade points, 4=1 grade point, 5=0 grade points.

Eighth grade students are eligible for the Presidential Academic Award and the Kiewit Academic Excellence Award at the end of eighth grade if they maintain a 3.5 GPA or higher cumulative grade point average through sixth, seventh and the first five hexters of their eighth grade year AND score in the "Exceeds" category of both the 7th grade reading and math NeSA. If a student is new to Kiewit Middle School, math and reading an equivalent norm-referenced standardized assessment will be used to determine eligibility for this award and/or previous school-district norm-referenced assessments and grades.

### **WEBSITE**

Students and parents are encouraged to visit Kiewit's web site at <http://kms.mpsomaha.org> Click on Millard Public Schools, go to Kiewit's site, and explore such topics as the weather, book lists, and various school links such as staff, curriculum, homework, games, lunch menus, announcements, Kiewit art, calendar and research links. A parent web access link which includes information on individual student grades, progress, and attendance is available on the Kiewit home page. See KMS homepage for application information.

### **MILLARD PUBLIC SCHOOLS – THERE'S AN APP FOR THAT!**

Need to be in the know about middle school events and schedules? Millard has you covered. Catch up on all the news, dates and more for Millard Public Schools on the new MPS Mobile App! Download

from the Google Play and iTunes stores and then set it to follow the schools, sports and events that interest you. You can also use it on a Windows phone or computer at <https://mpsomaha.parentlink.net/m> Students and families can personalize the app to reflect class schedules, grades and more. The app will even translate into the language you prefer most. The MPS Mobile App, keeping you connected with your community even when you are on the go!

## **HOMEWORK**

### Kiewit Middle School Homework Philosophy

According to research, opinions vary regarding whether or not homework has positive effects on achievement. Some studies show positive effects of homework under certain conditions and for certain students and some show no effect of negative effects. For the most part, older students appear to benefit from homework more than younger students. As a staff, we believe the assignment of home study is encouraged for the student in the middle school, as long as all homework assigned has a definite relationship to the lesson objectives being study and is not merely busy work or used as a means of punishment. Homework may contribute toward building responsibility, self-discipline and lifelong learning habits. Homework should provide students with the opportunity to apply the information they have learned, complete unfinished class assignments, and develop independence.

#### **Staff Responsibilities:**

- Wednesday evenings are set aside for family activities. No tests or major projects should be due on Thursday and homework should be kept to a minimum. (MPS Board Policy 6230 and 6230.1)
- Team teachers should work together to ensure students will not be overloaded with homework by keeping a calendar of tests and projects in their team area and/or on team agendas.
- There should be flexibility and differences in assignments for individual students. The real needs and consideration of the individual student should be kept in mind when assigning homework.
- Homework should serve a deliberate purpose; **practice** exercises that follow classroom instruction, **preview** assignments to prepare for subsequent lessons, **extension** assignments to transfer new skills or concepts to new situations and **creative** activities to integrate many skills toward the production of a response or product.
- Assign relevant, challenging and meaningful homework that reinforces classroom learning and engages the student. Research suggests that homework must be increasingly inspired by students' own interests and motivations.
- Give clear instructions and purpose for the assignment when assigning homework to the students.
- Communicate with parents if a pattern of late or incomplete homework develops.
- Hold students accountable for the completion of assignments. (Zeroes are not an option until all interventions have been utilized)

#### **Student Responsibilities:**

- Demonstrate mastery of concepts through the completion of homework
- Display academic honesty at all times – it is okay to work collaboratively but each student is responsible for learning the required objectives and concepts
- Take a chance – try completing a tough assignment on your own before seeking assistance from peers or the teacher.
- Seek understanding – ask questions!
- Know the expectations of your teachers – use your planner to organize your time and assignments
- Meet expected deadlines for assigned homework and projects.

**Parent Responsibilities:**

- Ask your child about what they are studying in school.
- Ask your child to show you any homework assignments.
- Assist their child in organizing homework materials.
- Help your child formulate a plan for completing homework.
- Provide an appropriate space for your child to do homework.
- Monitor parent portal to see if students are completing homework assignments.

As a way to assist students and parents with homework, staff will submit homework on the **KMS website** under the **Homework** link at the top of the KMS homepage by 1:30 p.m. each day.

**GRADING FOR LEARNING**

Grading in secondary school is a complex process. Grading practices and procedures are largely determined by each individual teacher. In recent years, Millard Public Schools has examined the research regarding grading and has supported standards-based grading which involves measuring students' proficiency on well-defined course objectives. Some teachers continue to grade using traditional methods and some blend traditional and standard based grading. Teachers have choice regarding grading procedures as long as they are consistent with Board of Education Policy 6630 and Rule 6630.1. Our belief is that authentic assessment should reflect student learning so that student achievement improves, student ownership of learning increases, and student engagement is enhanced. Therefore, it is likely that grading practices at Kiewit will vary from teacher to teacher as we continue to seek ways to improve school effectiveness and grading practices.

**MAKE-UP WORK**

If a student has been absent with a valid excuse, the student will have the opportunity to make up work. It will be the student's responsibility to contact the teacher(s) involved to determine make-up assignments and establish mutually agreeable times for daily and test make-up. In most cases for each day of excused absence from the class, the student has the same number of days to complete make-up work.

**LATE WORK**

The Kiewit staff is committed to ensuring student success. Academic progress checks will occur every three weeks. A pyramid of interventions is in place which includes various strategies for students who are at risk for failure.

**REPORTS ON STUDENT PROGRESS**

Kiewit mails home various reports to parents to communicate academic progress. Mid-hexter reports will be mailed to inform parents of students earning a grade of a 4 or 5 and or demonstrating a significant decrease in academic performance. Report cards will be mailed home approximately two weeks after the end of each hexter (6 weeks). Parents are encouraged to check the parent portal daily for updates on student progress.

Student-led parent-teacher conferences will be held twice a year. However, parents/guardians should feel free to call their child's teacher or principal for an additional conference at any time during the year.

Conferences are designed to inform you of your child's progress, and to give you an opportunity to ask questions about your child's work and the school program.

### **HOME/SCHOOL COMMUNICATION**

Communication between home and school is very important. Kiewit staff is encouraged to call or e-mail parents and use the student progress reports to communicate with parents. Parents are encouraged to call or e-mail a teacher, counselor or administrator with any questions or concerns about their child's academic, emotional or social growth.

### **STUDENT PLANNER**

Students will be encouraged to use their devices to keep track of their homework along with the Homework Hotline. All students will be encouraged to use the Google Suite for recording daily assignments, long-term projects, quizzes and tests.

The student planner is designed to provide the student with a simple method for recording daily assignments, long-term projects, quizzes and tests. Regular use of the planner will help the student manage his/her time more efficiently and will aid their overall organization. There will be a limited number of planners available for those students that require a hard copy.

### **CURRICULUM OPTIONS AVAILABLE TO PARENTS**

In a diverse society, there may be occasional situations when parents are uncomfortable with the use of a particular book or unit in their child's school. If you should find yourself in this position, you should be aware that the Millard Schools have a long-standing policy that at the request of parents, students may be excused from using such materials.

When such a request is made, the teacher will provide alternative materials for the student.

Parents should contact their child's teacher if they have questions about this policy.

## GENERAL INFORMATION

### ENTERING AND LEAVING THE BUILDING

The school day for students is 8:30 a.m. to 3:00 p.m. on Monday and 7:45 a.m. until 3:00 p.m. Tuesday through Friday. Students are not allowed in the classroom/locker areas before 8:20 a.m. or after 3:15 p.m. on Mondays and 7:35 a.m. or after 3:15 p.m. Tuesday - Friday without adult supervision or a pass from a staff member.

It is preferred that students do not arrive at school prior to 7:20 a.m. unless they are with a staff member or attending a school sponsored event. **Staff will supervise various areas in the building beginning at 7:15 a.m.**

Students waiting for rides during inclement weather should be seated in the pit. On fair weather days, students will wait outside for rides. Fair weather days are typically above 32 degrees and no precipitation. **After school supervision is provided until 3:20 p.m.** Students must plan to exit the building by 3:15 p.m. unless involved in a school-supervised activity.

### MIDDLE SCHOOL SCHEDULE INFORMATION

**Below you will find information regarding our schedule for 2019-2020 school year. Please take note of our start times for each day of the week and morning procedures. If you have any questions, please contact us at 402-715-1470.**

<p>48 Minute Classes</p> <p><b><u>Monday</u></b></p> <p><b>1<sup>st</sup> Period:</b> 8:30 – 9:18 <b>2<sup>nd</sup> Period:</b> 9:22 – 10:10 <b>3<sup>rd</sup> Period:</b> 10:14 – 11:02 <b>4<sup>th</sup> Period:</b> 11:06 – 11:54 <b>5<sup>th</sup> Period:</b> 11:58 – 1:16 (Lunch) <b>6<sup>th</sup> Period:</b> 1:20 – 2:08 <b>7<sup>th</sup> Period:</b> 2:12 – 3:00</p>	<p>52 Minute Classes</p> <p><b><u>Tuesday – Friday</u></b></p> <p><b>1<sup>st</sup> Period:</b> 7:45 – 8:37 <b>2<sup>nd</sup> Period:</b> 8:41 – 9:33 <b>3<sup>rd</sup> Period:</b> 9:37 – 10:29 <b>4<sup>th</sup> Period:</b> 10:33 – 11:25 <b>5<sup>th</sup> Period:</b> 11:29 – 1:07 (Lunch and Advisement) <b>6<sup>th</sup> Period:</b> 1:11 – 2:03 <b>7<sup>th</sup> Period:</b> 2:07 – 3:00</p>
<p><b>When can I arrive at school?</b></p> <p>We recommend you are here in time for the bell at 8:20 am to dismiss students to class. The doors open at 7:00 am.</p>	<p><b>When can I arrive at school?</b></p> <p>The doors open at 7:00 am.</p>

<p><b>I ride the bus. What time does the bus pick me up on Mondays?</b></p> <p>The bus will run the normal route on Mondays. Your pick up time is the same every day. You will arrive at school between 7:25 am – 7:35 am.</p>	<p><b>I ride the bus. What time does the bus pick me up on Tuesday-Friday?</b></p> <p>The bus will run the normal route on Tuesday-Friday. Your pick up time is the same every day. You will arrive at school between 7:25 am – 7:35 am.</p>
<p><b>When can I eat breakfast on Mondays?</b></p> <p>Breakfast will be served from 7:45 am – 8:20 am.</p>	<p><b>When can I eat breakfast on Tuesday – Friday?</b></p> <p>Breakfast will be served from 7:15 am – 7:35 am.</p>

**What are the procedures for arriving to school (This is the same Monday – Friday.)?**

- Students who walk may enter the building from either the north or south entrance.
- Students who ride the bus, enter the building using the north entrance.
- Students who carpool or get a ride from their parents should plan to use the south entrance.

Parents should plan to use the Howard Street entrance and turn onto the designated Student Drop Off/Pick Up lane located on the south side of the building. This lane and parking lot is for ONE-WAY traffic only. As usual, parents should drive slowly and stop at any crosswalks where staff or students are present.

**Where do I go once I enter the building (This is the same Monday – Friday.)?**

Students should report to the waiting areas designated for their grade level every morning. Supervision begins in these areas at 7:25. Sixth and seventh grades wait in the big gym, and eighth grade waits in the pit. If a student arrives before 7:20, they will need to wait in the general pit area.

**STUDENTS GOING TO CLASSROOMS BEFORE SCHOOL**

No student will be allowed in the classroom/locker areas without permission. We encourage students to get passes from teachers whenever possible. If a student needs to see a teacher and does not have a pass, the student must check in with the office. **Teachers will be paged at 7:20 a.m. only on Tuesday - Friday. Students will not be able to go back to see teachers on Mondays due to teacher collaboration time.**

All band and orchestra instruments should be dropped off in the appropriate classroom prior to the first bell.

**VISITORS**

**ADULTS** – All visiting adults must check in at the office and obtain permission from an administrator to visit any classroom. Visitor badges will be provided and visitors will be asked to turn in an ID or car keys during their visit.



**STUDENTS** – Student visitors will not be permitted. Our obligation is to provide for a safe learning environment for our students. We have little control over the actions of visitors in our building and thus will not allow visitation during our school day.

**FORMER STUDENTS** – All former students desiring to visit our building must first check at the office to obtain permission. These visits must be conducted before or after our school hours.

### **STUDENT PICTURE IDENTIFICATION CARDS**

Student picture identification cards should be carried by students at all times for the purpose of identification. Students are required to show their identification card upon request by a Millard Staff member.

Student identification cards may be required of students at school functions. These cards will also serve as bus identification cards and may be needed for bus admittance and bus ticket purchases. They are required for middle school students to be admitted to Millard Public Schools high school sport activities, plays, etc.

All students are issued identification cards free of charge at the beginning of the school year and passes are made available to all new students upon registration. If a student loses their card, they may get a duplicate in the library.

### **ADVISEMENT**

Advisement will meet Tuesday - Friday for 15 minutes of 5th period. During this time, life skills curriculum, bullying curriculum and counseling curriculum will be taught and individualized instruction occurs for selected students. 40 Developmental Assets, Life Skills, #BeKind and College and Career Readiness will be interwoven into these lessons.

### **BULLETINS AND ANNOUNCEMENTS**

Announcements for the day are made for the convenience of the students and staff. These announcements will be made over the public address system or by bulletin at the end of 4<sup>th</sup> hour and at the beginning of 7<sup>th</sup> hour.

### **FIRE DRILLS, TORNADO ALERTS AND SAFETY CODES**

These drills are held at regular intervals throughout the year and are an important safety precaution. It is essential when these drills are held that everyone obeys promptly. The staff in each classroom will give the students instructions and evacuation procedures will be posted in each classroom. Students need to move quickly and quietly to the designated areas.

### **ILLNESS**

If a student becomes ill during the school day and cannot continue their classes, they must ask permission from their teacher to go to the nurse's office. (They are not to visit the nurse's office during a passing period.) Students must check out at the office if they have to leave the building. **Students should not contact parents on their own (for example via cell phone) to leave due to illness. These calls need to go through the nurse's office.**

## STUDENTS NEEDING SPECIAL HEALTH SERVICES

Students needing assistance with health related problems must visit with our school nurse. Our nurse will make recommendations regarding diabetic procedures, special medications, and permanent or temporary disabilities (injuries). She will work with the parents when appropriate and make arrangements for those students having difficulty with their mobility, use of limbs, etc.

## COUNSELING

Counseling services are available to every student in the school. Counselors are here to help with any concerns or difficulties a student may have. The student may make an appointment to see a counselor by obtaining a pass from the counselor. Permission must also be sought from the student's classroom teacher before missing class to visit the counselor. Further information on counseling services will be given to each student during an orientation early in the year.

## LIBRARY

A teacher librarian is available to assist students in finding appropriate material for classroom assignments and leisure-time reading materials. General circulation books, reference materials, and magazines are available to meet the interests of all students. Students are encouraged to become familiar with the library.

While in the library remember other students are working. Students should show respect by conducting themselves appropriately. Inappropriate behavior such as talking out loud or other "attention drawing" activities will result in removal from the library for a period of time.

Books are checked out from the library and must be returned on or before the indicated date. Failure to do so may result in a fine and/or disciplinary action.

## LOST AND FOUND

Students who find lost articles are asked to take them to the office where the owner may claim them. All lost books will be returned to the teacher, so students should write their name, the teacher's name, and the room number in pen on the inside cover (exception – science). Unclaimed personal items will be displayed at conferences and given to a charitable organization after conferences in October and February and at the end of the year.

## SCHEDULE CHANGES

Student schedules are built based on required courses, course availability, and prioritized elective selections made by students in the spring of each year; therefore, changes are not made in the student's electives. When academic achievement warrants a change in a math class, this change is honored but may require a cross teamed schedule. **Band, orchestra, and/ or chorus, may be dropped if the request is made at the start of hexters 1, 3 or 5.** If the request to drop band, orchestra and/or chorus is received after the start of hexters 1, 3 or 5, the student must complete that hexter and will receive a grade for that marking term. **At the beginning of the school year students have until the end of the second week to drop band, orchestra and/or chorus.**

## WITHDRAWAL FROM KIEWIT MIDDLE SCHOOL

The procedure for withdrawal or transfer is as follows:

- o Secure an authorization withdrawal or transfer note from your parent or guardian.
- o Notify the office at least three days prior to your withdrawal.
- o Obtain appropriate forms from the office.
- o Have the forms filled out by teachers, return all schoolbooks and property, and make sure all fees are paid.
- o Take completed forms to the office for final clearance.
- o See a guidance counselor or an administrator.
- o See district yellow pages for more information.

## TELEPHONE/CELL PHONE/ELECTRONIC DEVICES

The office telephone is for school business and students may use it only with written permission from the teacher. Calls should be made for legitimate reasons and limited to three minutes.

**KMS is not responsible for lost or stolen items.** Carefully consider not bringing things of considerable value to school.

Teams may also have further procedures regarding phones in their individual team areas such as, storage in the classroom, usage, etc.

Personal cell phones and all electronic devices may only be used before and after school, during passing periods, at lunch, and with teacher permission for educational reasons in class. At all other times, it should be turned off and put away. Violations of this rule will result in:

- 1<sup>st</sup> offense – device will be confiscated and an administrator will conference with the student after school. The device will be returned at the conclusion of the conference.
- 2<sup>nd</sup> offense - device will be confiscated and the parents will need to come to school and conference with the administrator before the device is returned.
- 3<sup>rd</sup> offense - device will be confiscated and the parents will need to come to school and conference with the administrator before the device is returned and a consequence may be assigned.

Further offenses – Detention will be assigned and the student will be required to check in their cell phone or electronic device before school for a period of time determined by the administration.

## **GRAB AND GO BREAKFAST**

At Kiewit students can purchase breakfast, including a Grab and Go breakfast. The expectation is that students eat breakfast as soon as they arrive at school and before they move to the gym or pit to socialize.

## **VENDING MACHINES**

Vending machines are available after school in the cafeteria. Machines will be turned-off during the school day. Purchased food and beverages are not allowed in the classroom areas, lockers areas, or the pit before or after school. Trash receptacles are conveniently located for proper disposal of paper wrappings and cans.

## **KMS C-STORE**

At Kiewit students can purchase snack items after school at the C-Store. The expectation is that students will purchase these snacks and exit the building.

## **OPEN BOTTLES/CONTAINERS**

Other than water, students may NOT bring open bottles, cans or other containers to school. At teacher discretion, students may have water in class. It must be just water- nothing added. These have coloring that can stain carpets, etc.

## **HOMEMADE FOOD**

For the health and safety of all students and staff any parent, student, or staff member wishing to bring homemade food products into the school, must obtain prior administrative approval.

## **NON-SCHOOL RELATED SALES**

Items brought to school for the purpose of selling and trading shall be considered nuisance items. No items may be sold on Kiewit Middle School property without first obtaining written permission from the principal.

## **BICYCLES/SKATEBOARDS/ROLLER BLADES/SCOOTERS**

Bicycles must be parked and **locked** in the racks provided. Students should exercise caution going to and from school on their bikes. Bikes should be walked on school property. Skateboards, roller blades, and scooters should not be used on school grounds.

## **1:1 COMPUTER INFORMATION**

### **Computer Damage/Loss Cooperative Program**

**COVERAGE AND BENEFIT:** This program covers the computer equipment loaned to the student against all accidental damage. Total value will be determined by the District at the time of loss or damage. Computers that need repair due to accidental damage the participants of this program will be required to pay for 20% of the repair cost. To review repair costs as part of this program please visit the Millard Public Schools One-to-One website at <http://one-to-one.mpsomaha.org/formsdocuments>.

***Failure to use the school provided computer carrying case/bag during transport of their computer may void this coverage.*** Damage due to gross negligence or intentional acts will not be covered under the cooperative loss program.

**The following types of claims are limited to ONE per device per year:** Computer replacement due to loss, theft, or excessive damage; damaged/cracked computer screen. The following claim type(s) are not covered by this program: Computer carrying case/bag & lost/stolen AC Adaptor.

In no case shall the actual computer value be greater than \$350.00. In the case of a total loss, the student will be responsible for no more than 20% (\$70.00) for a replacement computer. In the event of the computer being reported LOST or STOLEN Millard Public Schools will require the student/parent to file a police report and submit a copy to the District.

**EFFECTIVE AND EXPIRATION DATES:** This coverage is effective from the first day premium payment is received by the school through August 1, 2019 or the date at which the computer is returned in good working order to the school.

**PREMIUM:** The total premium cost is \$20.00 per school year. In the event of student withdrawal from the District prior to the end of cooperative agreement, premium costs will not be refunded.

**PROGRAM DESCRIPTION:** The Millard Public School District offers your student the opportunity to participate in this Computer Damage/Loss Cooperative Program. This program is designed to protect students and families in the event the loaned computer equipment is lost, stolen, or damaged.

**Coverage is totally voluntary.** A separate application will be needed every school year.

**Parent and Student Responsibilities for 1:1 Devices**

Parent Responsibilities	Student Responsibilities
<p>Your son/daughter has been issued a laptop computer to improve and personalize his/her education. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.</p> <ul style="list-style-type: none"> <li>• I will supervise my child’s use of the laptop computer while at home.</li> <li>• I will discuss our family’s values, rules, and expectations regarding the use of the computer and the Internet while at home.</li> <li>• I will not attempt to repair the laptop computer.</li> <li>• I will report to the school any problems with the laptop computer.</li> <li>• I will make sure that my child recharges the laptop computer battery nightly.</li> <li>• I will make sure my child brings the laptop computer to school every day.</li> <li>• I agree to make sure that the laptop computer is returned to the school when requested by school officials and/or upon my child’s withdrawal from Millard Public Schools.</li> <li>• Millard Public Schools is not responsible for providing home Internet connectivity.</li> <li>• I will make sure my child is aware of the student responsibilities listed on this document.</li> </ul>	<p>Your laptop computer is an important learning tool and is for educational purposes only. In order to take your laptop computer home each day, you must be willing to accept the following responsibilities.</p> <ul style="list-style-type: none"> <li>• When using the laptop computer at home, at school, and anywhere else I may take it, I will follow the policies of the Millard Public Schools - especially the Student Code of Conduct - and abide by all local, state, and federal laws.</li> <li>• I will treat the laptop computer with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.</li> <li>• My laptop computer is my responsibility and will stay in my possession at all times.</li> <li>• I will not modify and/or add any software on the laptop computer.</li> <li>• I will honor my family's values, rules, and expectations when using the laptop computer.</li> <li>• I will not release personal information to strangers when using the laptop computer.</li> <li>• I will bring the laptop computer to school every day fully charged.</li> <li>• I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.</li> <li>• I will clean my laptop computer using procedures approved by the District.</li> <li>• I will not loan my computer to other students.</li> <li>• I will return the laptop computer when requested and/or upon my withdrawal from Millard Public Schools.</li> <li>• I will keep the laptop computer in its protective carrying case/bag provided by the school when not in use or when it is being transported.</li> </ul>

## STUDENT ACTIVITIES

### ATHLETICS AND INTRAMURALS

It is the policy of the Millard Public Schools that any student (boy or girl) who wishes to participate in an interscholastic sport, intramural 7<sup>th</sup> or 8<sup>th</sup> grade football or Cross Country Club must have a physical examination before he or she may be allowed to participate. Sports physicals must take place after June 1 of the preceding school year but prior to the first practice.

We strongly encourage any student participating in our intramural program to have a physical examination also.

### INTRAMURALS

Intramural programs will be provided for both boys and girls. The activities offered will depend upon your interest and the season. Your participation will ensure a successful program.

### CLUBS AND ACTIVITIES

A number of different clubs and activities are offered throughout the year depending upon student interest. The following clubs and activities are typically offered: Art Club, Book Club, Chess Club, Cross Country, Current Events, Drama Club, Math Counts, Journalism Club, Read and Feed Club, Science Club, Snack n Stitch, Speech Team, Volunteer Club, Yearbook Club, Wits Clash.

### FEES

Gym Lock Replacement (if lost) \$ 8.00

#### **Boys**

Football -7<sup>th</sup> & 8<sup>th</sup> - \$50

Basketball - Intramural 6<sup>th</sup> & 7<sup>th</sup> - \$25

Interscholastic 8<sup>th</sup> - \$35

Wrestling - Interscholastic 7<sup>th</sup> & 8<sup>th</sup> - \$40

Track - Interscholastic 7<sup>th</sup> & 8<sup>th</sup> - \$40

Co-ed - Volleyball - Intramural 6<sup>th</sup> - \$25

#### **Girls**

Volleyball - Intramural 7<sup>th</sup> - \$25

Interscholastic 8<sup>th</sup> - \$40

Basketball - Intramural 6<sup>th</sup> & 7<sup>th</sup> - \$25

Interscholastic 8<sup>th</sup> - \$40

Track - Interscholastic 7<sup>th</sup> & 8<sup>th</sup> - \$40

Co-ed -Volleyball-Intramural 6<sup>th</sup> - \$25

Requests for activity fee refunds will be granted by the activities director based on the nature of the request and will not be accepted after the midpoint of that sport season.

### SPORTS REQUIRING PHYSICALS

#### **8<sup>TH</sup> GRADE BOYS**

Football

Wrestling

Basketball

Track

Cross Country Club

#### **8<sup>TH</sup> GRADE GIRLS**

Basketball

Track

Cross Country Club

Volleyball

#### **7<sup>TH</sup> GRADE BOYS**

Wrestling

Track

Intramural Football

Cross Country Club

Intramural Basketball

#### **7<sup>TH</sup> GRADE GIRLS**

Track

Cross Country Club

#### **6<sup>TH</sup> GRADERS**

Cross Country Club

We would encourage students to participate in either our interscholastic program or our intramural program.

## **BOYS**

### **Volleyball – Intramural – 6<sup>th</sup>**

Opening date – August

Closing date – October

Game limitations –dependent on number of teams;  
schedule to be determined by Intramural Director

No uniforms

### **Football – Intramural – 7<sup>th</sup> and 8<sup>th</sup> Grade**

Opening date – August

Closing date – October

Teams – after conditioning drills, teams to be selected  
by coaches under direction of the athletic director

Uniforms provided

### **Wrestling – Interscholastic – 7<sup>th</sup> and 8<sup>th</sup> Grade**

Opening date – January

Closing date – March

Uniforms provided

### **Basketball – Intramural**

Opening date-October-7<sup>th</sup> grade, April-6<sup>th</sup> grade

Closing date-December-7<sup>th</sup> grade, May-6<sup>th</sup> grade

Number of games dependent on number of teams;  
schedule to be determined by Intramural Director

No uniforms; use gym outfits

### **Basketball – Interscholastic –8<sup>th</sup> Grade Only**

Opening date – October

Closing date – January

Uniforms provided

### **Track – Interscholastic – 7<sup>th</sup> and 8<sup>th</sup> Grade**

Opening date – April

Closing date – May

Uniforms and sweat suits provided

## **GIRLS**

### **Volleyball – Intramural-6<sup>th</sup> and 7<sup>th</sup> Grade**

Opening date – August

Closing date – October

Game limitations – dependent on number of teams;  
schedule to be determined by Intramural Director

No uniforms

### **Basketball – Intramural**

Opening date-January-7<sup>th</sup> grade, April-6<sup>th</sup> grade

Closing date – March-7<sup>th</sup> grade, May – 6<sup>th</sup> grade

Number of games dependent on number of teams;  
schedule to be determined by Intramural Director

Game jerseys provided

### **Basketball – Interscholastic – 8<sup>th</sup> Grade Only**

Opening date – January

Closing date – March

Game limitations – six plus one tournament

Uniforms provided

### **Track – Interscholastic-7<sup>th</sup> and 8<sup>th</sup> Grade**

Opening date – April

Closing date – May

Meet limitations

Uniforms and sweat suits provided

### **Volleyball – Interscholastic – 8<sup>th</sup> Grade**

Opening date -

Closing date -

Uniforms provided

## **ACTIVITY/ATHLETIC GUIDELINES Kiewit Middle School General Information**

1. Any athlete who is a member of a Millard Public School squad and wishes to participate in any other organized sport, out of school, during the period that the athlete is a member of Millard's interscholastic squad must inform their coach and resolve conflicts with game and practice schedules.
2. Transportation Procedures for Activity Athletic Events:
  - A. Within a seventy-five mile radius – yellow busses



B. Private Cars – Used at the discretion of the Activities Director

3. Team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by BOTH the parents and the Activities Director.
4. At all contests scheduled away, dress of team members should be clean, neat and in good taste. (Example- Boys: dress slacks and sport shirt. Girls: Dress slacks or dress.) It is recommended that hair be neat, clean and combed properly and should be of such length that it does not create a health or safety problem.
5. A team member is not allowed to practice or compete on a day that member is unable to be in school. You must report to school for the majority of your classes on days of your scheduled contest. Exceptions must be approved by the Activities Director or Principal.
6. Students may be held from a practice or a contest for academic reasons.
7. All athletics must have a physical examination prior to competing in practice or competition. The Millard Public School Athletic Participation Form is to be completed by the prospective athlete and returned to the Activities office prior to participating in any practices or games. This form includes the following information:
  - A. Physical Examination – This is a Nebraska State Activities Association requirement. An examination is required once each year for football, eighth grade basketball, wrestling, track, cross country club, and track.
  - B. Athletic Insurance Coverage – It is required that the participant have some type of medical coverage. A plan sponsored by Millard Public Schools is available upon request as well as a waiver of liability statement.
  - C. Parental Consent – No student is allowed to practice or compete without parental permission. Signature of parent is required. Forms are available in the Activities Office.
8. No athletic contests will be scheduled on Wednesday nights at the middle level because Wednesday has been designated by the Millard Schools as “Family Night.”
9. No middle school practice will exceed two hours in length. There will be only one practice per day for any activity at the middle school level after the first day of class for students.
10. There will be no weekend practices of any type and all athletes are to be out of the building by 6:00 p.m. on Wednesdays.
11. All vacation practices will be scheduled through the Activities Office, but athletes cannot be required to be present.
12. Equipment of a personal nature will not be furnished by the Athletic Department. Examples: shoes, socks, etc.
13. If an athlete is under medical advice not to participate, the athlete will not be allowed to do so regardless of feelings of the athlete, parents or coaches.

14. No seventh or eighth grade student may participate on a freshman squad.
15. Athletes are responsible for gear checked out to them. If the athlete does not return gear, they will be expected to pay for the gear they lose. All school equipment must be returned before you may participate in other school activities.

## **STUDENT RULES/REGULATION**

### **Kiewit Cares Information**

Again this year, students will hear about Positive Behavior Intervention Support (PBIS). It is a process that works to improve the culture of the school by focusing on three basic rules. Be Safe. Be Responsible. Be Respectful. Students will have expectations for common areas of the school such as the pit, cafeteria, and hallways, and students will be recognized for positive behaviors. All classroom rules include the “Be Safe, Be Responsible, Be Respectful” theme.

### **HUMAN RIGHTS AND RESPONSIBILITIES**

These rights and responsibilities further define the three school rules and apply to all students and staff at Kiewit Middle School during the entire school day, including travel to and from school.

1. The right to develop one’s own personality (so long as it does not interfere with the rights of others) without disrespectful criticism or pressure from peers.
2. Freedom from physical abuse and from mental abuse such as name calling, intimidation, or harassment.
3. Freedom from being set apart or mocked because of race, sex, religion, physical strength, size, features, friendship groups, age, culture, handicap, financial status, clothing, classroom performance, etc.
4. The right to privacy and freedom from being harassed in the classroom; the right to be treated respectfully.
5. The right to an education: teachers should be free to teach and students free to learn without being interrupted by inconsiderate or unruly students.
6. The right to have personal and school property respected is a part of human rights and responsibilities. Our school community should be a safe place for property as well as people.
7. The right of our personnel and volunteers supervising school areas to receive our cooperation.
8. The right of those who clean and maintain our school to receive our cooperation and assistance.

### **PUBLIC DISPLAYS OF AFFECTION**

The way you conduct yourself in relationship to others should at all times be safe, responsible, and respectful. Public displays of affection are not appropriate.

## **TEACHER DETENTION PERIODS/RESPONSIBILITY TIME**

Detentions may be given for violations of school rules and for missing or late assignments. Teachers will keep track of detentions and may call parents. Excessive detentions may result in further disciplinary actions. Students may also be asked to stay after school to receive extra help.

## **ADMINISTRATIVE DETENTION PERIODS**

Administrative detentions are usually from 60-120 minutes in length and are scheduled before or after school or during student vacation days.

## **IN-SCHOOL SUSPENSION**

At the discretion of the administration, students may be assigned to the in-school suspension room for violating certain school rules and procedures. Students will be provided with assignments to work on while serving in-school suspension. Students will not be allowed to go through the lunch line during the suspension. A sack lunch will be available for students at lunch time. Students who have been suspended may not participate in **extra-curricular activities on the day of the suspension**. Strict adherence to the rules and procedures of the in-school suspension room is required. Rule violations may result in suspension from school.

## **SATURDAY SCHOOL**

At the discretion of the administration, students may be assigned to Saturday School for violations of school rules. Saturday School begins at 8:00 a.m. and concludes at **11:00 a.m.** with proper behavior, and is held on every Saturday at a district designated site during the regular school term. Saturday School is located at **Millard North Middle School, 2828 S 139th St, Omaha, NE 68144.**

## **THURSDAY TEAM TIME**

Students may be assigned to an extended class after school from 3:15-4:15 p.m. to complete missing assignments or get additional help.

## **INSUBORDINATION/ DISRUPTIVE BEHAVIOR**

Insubordination is defined as disobedience of reasonable rules, instructions, and regulations. Rudeness, "talking back," and smart remarks do not have a place in school. Disruptive Behavior is defined as any behavior that disrupts the educational process. If a student chooses to violate this rule, appropriate disciplinary action will be taken according to school policies.

## **FIGHTING AND OTHER DISTURBANCES**

When a fight occurs, the possibility of injury or damage to other persons or property exists. For your protection and the protection of your building, fighting or promoting a fight will not be tolerated in school, on the way to or from school or at school sponsored activities. The throwing of snowballs, rocks, or other objects also involves the possibility of injury or damage to other persons or property. Once again, for your protection and that of your building, such activities will not be tolerated at school or school-sponsored activities.

## STUDENT COMMONS/PIT AREA

The pit area will be available as a student commons. The pit is being provided in order that you have a place to relax and visit with your friends. Please keep the pit neat and clean. Appropriate behavior is required at all times. Food and drink items are not allowed in the pit area.

## RESTROOMS

Rest rooms are provided for your convenience. If you anticipate being late for class, contact your next hour teacher for a hall pass. Use the restroom closest to your class. Rest rooms are not to be used as a lounge area.

## ALCOHOL AND OTHER DRUG SCREENS

According to school board policy 5490.1, the District will provide students with the opportunity to obtain an education and participate in school sponsored events and activities in a safe, healthy, and orderly environment free of alcohol and other drugs. Accordingly, the District may use alcohol and other drug screening and testing technology in order to ensure a safe environment at school and school sponsored events and activities.

The District may use such screening and testing technology with students before they may enter or exit a school sponsored event or activity, or prior to leaving on a field trip or other off-campus event or activity sponsored by the school.

When reasonable suspicion exists that a student has consumed or in possession of alcohol or any other type of drug or mood altering substance in violation of District policy, the student will be advised of the suspicion. As part of the investigation, District personnel may conduct field tests using technology available to them for the

## DRESS CODE

Dress and grooming should be clean, shirts and shoes are required. An individual's dress, personal appearance and cleanliness, like behavior, should reflect sensitivity to and respect for others. The purpose of a dress code is to allow students to demonstrate their individuality at the most meaningful level; through their efforts, personality, spirit, and sense of community. Final authority to deal with improper dress will rest with the Kiewit administrators. (School Board Policy 5450)

The following clothing or types of dress are prohibited:

1. Dress which causes or has the potential to cause either a substantial disruption or material interference with the educational process.
2. Clothing which is too short, too tight, too revealing, or is inappropriate for school such as costumes, boxer shorts, pajama bottoms, slippers, socks, slipper-socks, body painting or writing, hair curlers, clothing that bares the back/midriff/shoulders, halters, tank tops worn alone, or see-through or low cut blouses. **Undergarments (underwear, boxers, bra and/or bra straps) should not be visible.** Skirts/dresses/shorts must be modest length defined as a maximum of 6" above the knee of the wearer or not above the fingertips of the wearer with the arm fully extended, whichever is longer. Straps on sleeveless tops should be a minimum of 1 inch wide.

3. No chains are to be worn on billfolds, clothing, and/or around any part of your body (neck, arm, leg) other than standard cosmetic jewelry.
4. Dress which creates or has the potential to create a health or safety problem or risk including marking on one's self or other.
5. Dress which contains vulgar or offensive words or symbols or is sexually explicit, indecent, or lewd. Dress which reflects lack of sensitivity or respect of others is unacceptable.
6. Dress which promotes, advocates, or advances the use of alcohol, tobacco, or illegal drugs, including clothing which displays the logo or trademark of any brand(s) of alcohol, tobacco, or illegal drugs.
7. Hats, caps, bandanas, jackets, and other outerwear worn to school must be kept in student lockers at all times. They may not be worn inside the building during regular school hours.
8. The "Sagging Pants" look is not appropriate for school. Pants should be worn at or above the hip level.
9. Extracurricular non-school activity uniforms (such as soccer, baseball, football, basketball, cheerleading, swimming, pom squads, dance) may be restricted if they are too tight, too short, or too revealing.

If a student is wearing inappropriate clothing, an administrator or teacher will conference with the student in order to determine the appropriate plan of action necessary to correct the situation (the office will issue pants, tops and cinch belt loops). Disciplinary action may be taken if the violations continue.

### **P. E. DRESS**

Students should come to school on PE days wearing appropriate clothes and footwear. In an effort to increase activity time, we will not use the locker rooms for students to change clothes. If a student needs to change, accommodations will be made.

### **LOCKER REGULATIONS**

A locker with a combination lock is assigned to each student at the beginning of the year. Lock combinations are changed each year and the combination is issued only to the student who is responsible for his/her own locker and possessions. The lockers are the property of Kiewit Middle School and are subject to inspection by authorized school personnel. The school is not responsible for stolen items.

- Keep your valuables and money with you; do not keep these in your lockers.
- Always close your locker door and make sure you lock it.
- Locks are provided for all lockers. No personal locks may be placed on school lockers.
- Place your name in all clothing.
- Keep your locker and locker area neat and clean.
- **KEEP YOUR COMBINATION A SECRET!**
- Locker trading is not allowed.

- Reassignment of lockers will be made only by an administrator.
- **Tampering with the locker mechanism is prohibited.**

If a student chooses to abuse his locker by slamming the door, kicking it, or pulling it open without using the combination, appropriate disciplinary action will be taken. The student will be required to pay for any damages and/or lose locker privileges.

### CARE AND USE OF SCHOOL PROPERTY

If a student damages or destroys school property, he/she will be required to make complete restitution and appropriate disciplinary action will be taken according to school policies.

### STUDENT RESPONSIBILITY FOR PERSONAL PROPERTY

Students are responsible for their property. They must take care of their belongings, and never leave money, clothing, textbooks, electronic equipment or other items lying around. It is suggested that a student not bring large amounts of money, valuable items or wear expensive clothing to school. **Mark all of your personal property. The school is not responsible for lost or stolen property.**

### TEXTBOOKS

Your textbooks are the property of the Millard Public Schools and are available for your use. Textbooks with specific book numbers will be distributed to the students. Assigned books must be returned at the teacher's request. If a book is marred, defaced, or shows excessive wear and tear, it will be necessary for the student to pay an appropriate fine. To make it possible for these books to be used for a normal period of time, students are required to have book covers on all school books.

If you lose a textbook, it will be necessary for you to pay for the book before another book can be issued. If your book is found, your money will be refunded.

### BUS CONDUCT

Riding school busses will be considered an extension of the classroom and the school day. Students will need to comply with the procedures outlined regarding boarding, riding, and exiting the bus.

#### Before Boarding

1. Be at the bus stop five minutes early. Students may need to show their student ID and must have a bus ticket.
2. Students wishing to ride a different bus for a special reason (i.e., going home with a friend) must **bring a note from home** and get a bus pass from the office in the morning.
3. Stay out of the street while waiting for the bus.
4. Stay away from the bus until it stops and the door opens.

#### While Riding

1. Sit and speak quietly and refrain from rowdy conduct. Language should be appropriate.
2. Act as you would in a classroom; no loud talking.
3. Do not carry large objects on the bus. Put items where they cannot slide or fall.
4. Get permission before opening windows and keep hands and heads inside the bus. Do not throw any objects out of the window; do not spit on other students.
5. Be completely quiet when the bus is near a railroad crossing.
6. Obey the bus driver. The driver is in charge of the bus and the students.
7. Unnecessary conversation with the bus driver is prohibited.

8. Any items not allowed in school are not allowed on the bus.
9. Never tamper with the bus or any bus equipment.
10. Pop and candy on the bus is a privilege which can be eliminated.
11. Students are to remain seated at all times.
12. Dispose of litter appropriately.

### When Leaving the Bus

1. Wait until the bus comes to a complete stop before getting out of the seat and exiting.
2. Let the students closest to the front exit first.
3. Students must exit the bus at their designated drop-off points.
4. Move away from the unloading zone safely and quickly.
5. Cross at least 10 feet in front of the bus after looking both ways. Do not cross in back of the bus.

Bus transportation is a privilege and may be restricted for violation of bus regulations. Any discipline problems occurring on the bus from its time of departure until its drop off point may be dealt with according to normal school procedures. To assist in providing a safer environment for all students receiving bus transportation the buses are equipped with a video monitoring system. The system consists of a video camera mounted inside the front of the bus which views the students during the trip to and from school. With this system serving as a “second pair of eyes” of the driver, his or her attention is directed to the safe operation of the vehicle. The system also will provide the school administrators with support information as to unsafe situations on the bus. Damage to seats, windows and other equipment must be paid by the offender. Bus discipline is a shared responsibility of students, parents, drivers and school principals. It is imperative that strict rules be enforced to ensure the safety of students. Procedures for handling discipline on school buses are the same as those used in the classroom.

The administration will use one or more of the following consequences if a student is referred to the office for bus discipline: assigned seating, office detention, Saturday School, In-School Suspension, temporary or permanent restriction from riding the bus.

Students removed from the bus for disciplinary reasons will be responsible for arranging transportation to and from school.

### CAFETERIA

The cafeteria provides a pleasant environment in which to have lunch. In order to maintain this area, your cooperation is necessary. You can meet this responsibility by observing the following:

1. Students may purchase a school lunch or bring a sack lunch from home.
2. **Parents may bring in lunch for their own child. For the safety of our students, group luncheons such as pizza parties or group desserts are not allowed as per district policy.**
3. Cutting into the lunch line is not permitted.
4. No food is to be eaten while the student is in the lunch line.
5. All food is to be placed on a tray.
6. Food or other items are not to be thrown.
7. While eating, each student is expected to remain seated.
8. Each individual student is responsible for cleaning his/her eating area.
9. **Food is not to be taken from the cafeteria. All food and drink should be eaten in the cafeteria at lunch time.**
10. Students must leave the cafeteria area when they have finished eating.

11. Using another student's lunch code without permission and/or taking food without paying for it is considered stealing. Disciplinary action will be taken.

If a student chooses to violate these rules, disciplinary action will be taken and seating may be assigned.

Some students may qualify for a free or reduced price lunch. If you feel you qualify, the forms are on the district website under food service. Contact the office if you need assistance with this process.

Kiewit utilizes a computerized lunch collection process. Each student will pay for meals in advance by depositing money into their account. Checks should be made payable to Millard Hot Lunch or pay online at [myschoolbucks.com](http://myschoolbucks.com).

### **GYMNASIUM**

The gymnasium is available to students wishing to play basketball during the lunch period. This is a privilege and your cooperation is necessary in observing the following rules so that the gym can remain open throughout the year.

1. In order to maintain the gym floor, only sports shoes are to be worn. Shoes or boots with hard soles will not be allowed.
2. Rules of sportsmanship must be followed. Students are not to throw or kick the balls. Pushing, shoving, tripping, other behaviors not appropriate with the game will result in your being removed from the gym. Students who continually violate these rules may lose their gym privileges for an extended period of time or be suspended.
3. Climbing on gym apparatus or hanging from basketball nets is not allowed.
4. **No food or drink items are allowed. Bottled water is allowed.**

During lunch, recreational games such as knockout, four square, volleyball, basketball, board games, etc... will be played in the gyms. When the weather is nice, outside activities will be utilized.



## NOTICE OF NONDISCRIMINATION

Annual public notification of the Notice of Non Discrimination shall be made through placement in student and employee handbooks, board policies, newsletters, bulletins, job applications, course offering handbooks, postings, websites, and in other communications required for Title IX, Title VI, and Section 504. The Notice of Non-Discrimination shall read as follows:

The Millard School District does not discriminate on the basis of race, color, religion, national origin, gender, marital status, disability, or age, in admission or access to or treatment of employment, in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent of Schools, 5606 South 147<sup>th</sup> Street, Omaha, NE 68137, (402) 715-8200. The Superintendent may delegate this responsibility as needed. Complaints and grievances by school personnel or job applicants regarding discrimination or sexual harassment shall follow the procedures of District Rule 4001.2. Complaints and grievances by students or parents regarding discrimination or sexual harassment shall follow the procedures of District Rule 5010.2.

### PROCEDURES

#### **Non-Discrimination and Harassment Complaint Procedure**

**5010.2**

##### **I. Complaint and Reporting Procedures.**

- A. All students and parents are responsible for helping the District to prevent unlawful discrimination and unlawful harassment (including sexual harassment). Students and parents who believe that they, or their children, have been subjected to or have witnessed any conduct by a District employee or student which constitutes unlawful discrimination or unlawful harassment (including sexual harassment) should follow the following complaint and reporting procedures.
  - 1. Students and parents are encouraged to directly advise the offending person that such conduct is offensive and must stop. If such an effort is unsuccessful or too uncomfortable or the student or parent desires not to directly communicate with the offending person, then the student or parent should report the matter to a teacher, counselor, assistant principal or principal, or any other available District personnel.
  - 2. When a student or parent reports unlawful discrimination or unlawful harassment (including sexual harassment) to a teacher or counselor, the teacher or counselor shall:
    - a. If the alleged offending person is a District staff member or other adult, immediately report the matter to the building principal.
    - b. If the alleged offending person is a student, depending on the seriousness of the alleged conduct, the teacher or counselor shall either:
      - (i) Immediately report the matter to an assistant principal or the building principal, or
      - (ii) Immediately investigate the matter in accordance with the District's student discipline procedures and, if it is concluded that a violation of the District's Standards for Student Conduct has occurred, impose discipline sanctions pursuant to the Standards for Student Conduct and undertake other appropriate actions to redress any such conduct and prevent its future recurrence.
  - 3. When an assistant principal or building principal receives such a report of unlawful discrimination or unlawful harassment (including sexual harassment), they shall:

- a. If the alleged offending person is a District staff member or other adult, immediately report the matter to the District's Associate Superintendent of Human Resources.
      - b. If the alleged offending person is a student, the assistant principal or building principal shall immediately investigate the matter in accordance with the District's student discipline procedures and, if it is concluded that a violation of the District's Standards for Student Conduct has occurred, impose discipline sanctions pursuant to the Standards for Student Conduct and undertake other appropriate actions to redress any such conduct and prevent its future recurrence.
    - 4. When the Associate Superintendent of Human Resources receives such a written report of unlawful discrimination or unlawful harassment (including sexual harassment) by a District staff member, he or she shall follow the procedures outlined in Rule 4001.2.
    - 5. When any other District personnel receive such a report of unlawful discrimination or unlawful harassment (including sexual harassment), they shall immediately report the matter to an assistant principal or the building principal.
  - B. Unless prohibited by law or District policies or rules, the investigation and resolution of the complaint or report will be discussed with the student or parent making the complaint, within ten (10) working days of the alleged discrimination or sexual harassment being reported.
  - C. If the student or parent is not satisfied with the resolution of their complaint, they may use the grievance procedures set forth in Section II of this Rule.
- II. Formal Complaint Procedures. Any student or parent who is not satisfied with the resolution of their complaint of unlawful discrimination or unlawful harassment (including sexual harassment) may initiate the following formal complaint procedures which are intended to assist students and parents in the fair and prompt resolution of their complaints and concerns regarding discrimination and sexual harassment.
  - A. Level 1. A student or parent shall within ten (10) working days after the occurrence of the event which is the subject of the formal complaint, make an appointment with and meet and discuss the matter with the building principal. Every effort will be made to resolve the formal complaint at this level. The building principal shall give the student or parent an oral response within seven (7) working days of such meeting. Due to the importance of resolving the formal complaint at the building level, the meeting with the building principal is important and essential, and the failure of the student or parent to attend such a meeting will constitute an abandonment of the formal complaint.
  - B. Level 2. If the student or parent is not satisfied with the resolution of their formal complaint at Level 1, they may appeal by filing a formal written appeal with the building principal within seven (7) working days after the building principal's oral response at Level 1.
    - 1. The written appeal must be signed, contain a complete statement of the facts constituting the appeal, and the reasons why the building principal's response is not acceptable.
    - 2. The building principal will notify their supervisor and the Associate Superintendent of Human Resources that they have received such a formal written appeal. The building principal shall, within seven (7) working days of receipt of the formal appeal, create a written response and forward the written response to the student or parent, and also forward the formal written appeal and their written response to the Associate Superintendent of Human Resources.
    - 3. Upon receipt of the formal written appeal and the building principal's written response, the Associate Superintendent of Human Resources shall investigate the appeal and attempt to resolve it. As part of the investigation, the Associate Superintendent of Human Resources may

meet with the student or parent, if the student or parent so requests, and undertake any such investigation as the Associate Superintendent of Human Resources deems appropriate. The Associate Superintendent of Human Resources may, in his or her discretion, designate another District administrator, other than any previously involved supervisor, assistant principal or principal, to conduct the investigation and appeal resolution when appropriate.

- a. The Associate Superintendent of Human Resources or his/her designee shall complete a written report within ten (10) working days of receiving the formal written appeal and the building principal's written response. Such written report shall summarize the facts, the determinations made, and to the extent permissible, any corrective actions to be implemented. The Associate Superintendent of Human Resources shall provide the student or parent with a copy of such written report within two (2) working days of its completion.
- C. Level 3. If the student or parent is not satisfied with the resolution of their appeal at Level 2, they may appeal to the District's Superintendent by filing a formal written appeal with the Superintendent within seven (7) working days after receipt of the written report at Level 2.
1. The written appeal must be signed, contain a complete statement of the facts constituting the complaint and appeal, and the reasons the Level 2 resolution is not acceptable.
  2. Upon receipt of the formal written appeal, the Superintendent may, if he/she deems it necessary, investigate the appeal. As part of any such investigation, the Superintendent may undertake any such investigation deemed appropriate. The Superintendent may, in his or her discretion, designate another District administrator, other than any previously involved administrator(s), to conduct the investigation and appeal resolution when appropriate.
  3. The Superintendent or designee shall complete a written report within ten (10) working days of receiving the formal Level 3 written appeal. Such written report shall summarize the facts, the determinations made, and to the extent permissible, any corrective actions to be implemented. The Superintendent's decision and any action taken shall be final. The Superintendent shall provide the student or parent with a copy of such final written decision within two (2) days of its completion.

### III. General Provisions.

- A. Nothing in this Rule shall be construed as limiting the ability of students or parents who have a complaint regarding unlawful discrimination or unlawful harassment (including sexual harassment) from discussing the matter informally with the building principal or any appropriate District administrators or staff members, or as limiting the involvement of the administration in informally addressing and resolving any such complaints. Students and parents are encouraged to discuss a contemplated complaint informally with the building principal or other District administrators or staff members prior to filing a complaint.
- B. The time limits in these procedures are for the purpose of insuring prompt action. If a student or parent does not pursue the next step of a procedure within the time period specified, it shall constitute an abandonment of the complaint. If an investigating administrator does not respond within the time period specified, the employee may proceed to the next level of the procedure. Nothing in this Rule shall prohibit the parties from jointly agreeing in writing to extend time lines set forth in this Rule.
- C. No retaliation of any kind will be permitted against any student or parent who makes a good faith complaint pursuant to this Rule, or against any person who in good faith participates in or cooperates with an investigation of alleged unlawful discrimination or unlawful harassment (including sexual harassment).

- D. Information regarding an individually identifiable student or employee will only be shared with a student or parent filing a complaint, or with other persons, if allowed by law and in accordance with District policies and rules.
- E. To the extent permitted by law and in accordance with District policies and rules, the identity of students and parents filing complaints pursuant to this Rule and any documents generated or received pertaining thereto, will be kept confidential. Information may be disclosed if necessary to further an investigation, complaint, or appeal, or if necessary to carry out appropriate discipline. The District may disclose information to District personnel, law enforcement authorities, and others when necessary to enforce this Rule or when required or allowed by law.
- F. The proper law enforcement agency will be contacted promptly when there is a reasonable suspicion that a violation of a state or federal criminal law may have been committed.
- G. Working days shall mean: (i) days when school is in session for students during the school year; and (ii) all weekdays when school is in recess for summer vacation, excluding any national holidays.

Related Policies and Rules: 1100.4, 4001, 4001.1, 4100, 4163.3, 5010, 5010.1, 5020, 5020.1, 6002, 6640

Rule Approved: September 20, 2010

Revised: July 9, 2018

### **SAFE SCHOOLS HOTLINE**

**1-888-809-4754**

The Safe Schools Hotline is a 24-hour 7-day a week anonymous reporting system for anyone having information that will protect the lives or safety of our students. Call the Hotline to report information about bullying, vandalism, theft, potential suicides, weapons, drugs, gangs, threats, or other safety issues. Every call will be taken seriously, investigated, and the appropriate action will be taken.

**SEE SOMETHING - SAY SOMETHING CALL 1-888-809-4754**

### **SEARCHES**

Certificated staff are authorized to conduct searches of a student's person, clothing, automobile, and property under a student's control including, but not limited to: purses, handbags, book bags, and briefcases. Certificated staff are also authorized to search student lockers. Certificated staff may take into custody any objects or substances that are illegal under federal or state law, or in violation of District Policy or Rule. Refusal of a student to consent or submit to a reasonable search and/or surrender objects or substances found as a result of such search can be grounds for disciplinary action against the student.

### **STUDENT LOCKERS**

Student lockers are the exclusive property of the District and the District does not relinquish its control and ownership of lockers by making them available for students. Student lockers are provided to students only for student convenience, and this privilege may be withdrawn by the District at any time. The search and inspection of lockers and the taking into custody of objects or substances which are illegal or in violation of District Policy or Rule may be conducted at any time by certificated staff without notice and without student consent.

### **DRUG DETECTION DOG**

The District uses a trained drug detection dog to detect illegal drugs or contraband on school property. The purpose of the District's use of a drug detection dog is to eliminate illegal drugs and contraband on school property, and to maintain a safe school environment conducive to learning. The District may use a drug detection dog at any time, announced or

unannounced. All lockers and all cars parked on school property shall be subject to a drug dog sniff search at any time. All common areas and classrooms are subject to a drug dog sniff search at any time when students are not present. If illegal drugs or contraband are found on a student, or in the student's car or locker, or at any other place on school property that the student has placed illegal drugs or contraband, the student may be subject to discipline and the student's parent(s) or guardian(s) shall be notified.

#### **ALCO-SENSORS/BREATHALYZERS & DRUG DETECTION AEROSOL SPRAY/SWIPES**

The District uses alco-sensors/breathalyzers to detect alcohol or to detect those who have used alcohol at (or prior to) a school or a school related event. Additionally, the District uses drug detection aerosol spray swipes to detect illegal drugs or contraband on school property or at school related events. The purpose of the District's use of these tools is to eliminate alcohol, illegal drugs and contraband on school property (or at school related events), and to maintain a safe school environment conducive to learning. The District may use these tools at any time there is reasonable suspicion and need for such use. The alco-sensors and breathalyzers which come in many forms may be used on students prior to them entering or exiting a school related event or function such as a dance or prom. The tools will only be used by trained staff members. If positive results are obtained from the alco-sensors/breathalyzers or drug detection aerosol spray swipes, the student may be subject to discipline and the student's parent(s) or guardian(s) shall be notified. See District Policy 5490 for more details.

#### **STUDENT SUPPORT INTERVENTIONS AND PROGRAMS**

The following are examples of student support interventions or programs that may be used in the District to support students and families. For additional information, please contact your child's counselor or your school's social worker.

- Student Assistance Process (SAP)
- School Community Intervention Program (SCIP) for Drug and Alcohol Use
- Backpack Food Program
- Asset Building Clubs & Activities
- YMAD (Youth Making a Difference)
- High on Life Week/Red Ribbon Week
- Connections, Child Respite Care Center (CRCC), and Munroe Meyer Institute Mental Health Assistance
- Support Groups: Substance Abuse, Children of Alcoholics, Anger Management, Children of Divorce, Kids Helping Kids, and Peer Mediation.

#### **SECONDARY STUDENT PICTURE IDENTIFICATION CARDS**

Each student will be issued a student identification card. Students shall be required to carry their card at all times for the purpose of identification when requested by a staff member. The card will also allow students to check out books from the library, purchase bus tickets and ride assigned busses.

#### **MULTIPLE TIERED SYSTEMS OF SUPPORT (MTSS)**

Unfortunately, no magic wand single-handedly removes the barriers to learning that occur when student behaviors are disrupting the learning environment. The climate of each school learning community is different; therefore, a "one size fits all" approach is less effective than interventions based on the individual needs of each school and student.

One of the foremost advances in school-wide behavior support is the emphasis on school-wide systems of support that promote proactive strategies for defining, teaching, and supporting appropriate student behavior. Instead of using a piecemeal approach to student behavior management, behavioral support teams offer a continuum of consistent practice for all students within the school. These behavioral interventions are implemented in all areas including both classroom and non-classroom settings. The implementation of school-wide behavioral support programs, focuses attention on creating and sustaining desired behaviors while promoting life skill development.

#### **SUSPENSION, EXPULSION, MANDATORY REASSIGNMENT, AND EXCLUSION**

The Millard School District Rules and Regulations addressing student discipline are based on the Nebraska Student Discipline Act.

The principal (or designee) may determine that it is necessary to exclude a student from school and school functions if the student's behavior is in violation of the student code of conduct. The decision to exclude is made after the principal has investigated the facts, given the student oral or written notice of the charges against him/her and an explanation of the evidence, and provided the student with an opportunity to present the student's version. A copy of the Student's Rights to Due Process is available upon request from your child's school.

It is the principal's responsibility to determine the type of exclusion and/or the recommended disciplinary action to be taken unless otherwise specified by Board Policy or state and federal law. Possible exclusions from school include:

- A. Short-term Suspension. Exclusion from all schools in the District not to exceed five (5) school days.
  
- B. Emergency Exclusion. Immediate exclusion if:
  - 1. The student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community; or
  - 2. The student's conduct presents a clear threat to the physical safety of him/her, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

- C. Long-term Suspension. Exclusion from all schools in the District for more than five (5) school days but less than twenty (20) school days.
  
- D. Expulsion. Exclusion from all schools in the District (except the location designated for alternative education) for a period not to exceed the remainder of the semester in which it took effect with the following exceptions:
  - 1. If the misconduct occurred within ten (10) school days prior to the end of the first semester, the expulsion shall remain in effect through the second semester; or
  - 2. If the misconduct occurred within ten (10) school days prior to the end of the second semester, the expulsion shall remain in effect for summer school and the first semester of the following school year subject to the annual review provision of paragraph d below.
  - 3. The time periods above do not apply to the following infractions which have the following periods of exclusion:
    - a. Firearms and/or Dangerous Weapons. Exclusion from all schools in the District for not less than twenty days of any student who is determined to have knowingly possessed, used, or transmitted a firearm or other gun as provided in (Rule 5400.6 (II)(D)(1) and (2)) 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 his or her designee, or at a school-sponsored activity or athletic event. This subsection shall not apply to:
      - (1) The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training; or
      - (2) Firearms which lawfully are possessed by the person receiving instruction under firearms.
    - b. Personal Injury. Causing or attempting to cause personal injury to a school employee, school volunteer, or student (unless caused by accident, self-defense, or reasonably taken to protect some other person) shall be excluded for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the exclusion may remain in effect for summer school and may remain in effect for the first semester of the following school year.
    - c. Sexual Assault. Students who sexually assault or attempt to sexually assault any person on school grounds shall be excluded for one (1) year. Students who sexually assault or attempt to sexually assault any person off school grounds may be excluded for one (1) year, provided that a complaint must have 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 off school grounds not at a school function, activity, or event, and the student's presence at school has a direct and immediate effect on maintaining discipline, order, or safety in the school. Sexual assault shall mean sexual assault in the first degree as defined in Neb. Rev. Stat. § 28-319, sexual assault in the second degree as defined in Neb. Rev. Stat. § 28-320, sexual assault of a child in the second or third degree as defined in Neb. Rev. Stat. §28-320.01, or sexual assault of a child in the first degree as defined in Neb. Rev. Stat. §28-319.01, as such statutes now provide or may hereafter be amended. Neb. Rev. Stat. § 79-267(9).

d. Annual 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 by a Hearing Examiner after the Hearing Examiner has given notice of the review to the student and to the student's parent(s) or guardian(s). The review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to the Hearing Examiner's recommendation that the student be re-admitted for the upcoming school year. If the Board of Education (or Board Committee) took the final action to expel the student, the student may be re-admitted only by Board action. Otherwise, the student may be re-admitted by action of the Superintendent.

E. Mandatory Reassignment. Transfer to another school in connection with any disciplinary action.

F. Other Actions. In addition, administrative and teaching staff may take other actions regarding student behavior, such as counseling, holding parent conferences, rearranging of schedules, requiring the student to remain in school after regular school hours to do additional work, or restricting participation in extracurricular activities.

G. Exclusion from School Grounds and Activities. During any time period that a student is excluded from school due to short-term suspension, long-term suspension, expulsion, or emergency exclusion, the student will be prohibited from participating in any school activities, being on school property, or attending District extracurricular activities which take place on District property.

H. Hearing. In cases involving emergency exclusion for more than five (5) school days, long-term suspension, expulsion, and mandatory reassignment, the student will have the right to a hearing to contest the exclusion. A Request for Hearing form, Student Discipline Act hearing procedures, and appeal procedures for any decision rendered at the hearing will be provided to the student and the student's parent(s) or guardian(s).

#### **GUIDELINES FOR MAKE-UP WORK FOR EXCLUDED STUDENTS**

Students who have received a short-term suspension will have one (1) school day for each day of suspension to make up school work after returning to school but and may be provided homework during the suspension. Students on short-term suspension will not be provided a tutor during the suspension.

Students who receive a 6-9 day long-term suspension will have one (1) school day for each day of suspension to make up schoolwork not to exceed a maximum of seven (7) school days after returning to school. Students who do not make up their work within the prescribed time limits will not receive credit for the work missed. Make up work will be provided when a student returns from the suspension. Providing early or late semester exams is at the discretion of the building principal or the principal's designee. Students on long-term suspension will not be provided a tutor.

Students who receive a 10-19 day long-term suspension may participate in the District's approved Alternative Education Program (Ombudsman) to receive credit for missed coursework. A referral form will be completed by an administrator and an intake interview will be scheduled with a parent by the Ombudsman staff.

Excluded students may not come onto school grounds during the suspension or expulsion unless attending alternative classes as assigned by the administrator or school district.

Students who have received a short-term suspension or long-term suspension will not be permitted to make up instructional activities that require student attendance. Student grades will be based on attendance, classroom performance, test marks, and grades on written assignments.

Students who have been expelled will receive no credit for the semester in which they are expelled except the credit issued for successfully completing the alternative school classes, or programs offered by the District. A District alternative education program (Ombudsman) is available for expelled students and will be arranged by the District's Student Services Department (402-715-8371).

If the expelled student's parent(s) or guardian(s) refuse to permit participation in, or are removed from the alternative school classes, or programs, the District will have no further obligation to the student, parent(s), or guardian(s) with regard to the provision of an alternative school, class, or program during the expulsion.

Students who enroll in other educational institutions during the expulsion period shall not receive credit that would exceed the credit they would have been provided through the District's alternative program for expelled students. The District's Student Services Department must approve the courses from other educational institutions prior to the student enrolling in or taking the course before it can be accepted as substitutes for credit through the District's alternative education program. All costs of such approved courses from other educational institutions shall be the sole responsibility of the expelled student, parent(s), or guardian(s).

## **Standards for Student Conduct**

**5400.6**

### **I. Introduction.**

- A. Policy Statement. Every District student has the right to an education. The following Standards have been instituted to ensure that right within the context of an orderly and effective educational process. Each student and their parents are required, on their own, to become familiar with these Standards, and to help provide an atmosphere conducive to learning.
- B. Grounds for Exclusion. A student may be excluded from school if there is reasonable information that the student has committed a prohibited act listed below while on District property, 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, or any other place where the governing law permits the District to discipline students for prohibited conduct.
- C. Exclusion from School Grounds and Activities. A student who is excluded from school for a suspension, expulsion, or emergency exclusion shall not enter upon District property, or ride in a vehicle owned, leased, or contracted by the District being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or participate in or attend a school-sponsored activity or athletic event. Expelled students and students suspended for ten (10) school days or more may enter upon District property for the sole purpose of attending alternative education at a location and time designated by the Director of Student Services.
- D. Length of Expulsions. Unless specified otherwise within these Standards, the expulsion of a student shall be for the remainder of the semester in which it took effect unless the misconduct occurred 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 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. Neb. Rev. Stat. §79-283(2).
- E. Length of Suspension. If there are insufficient school days in the first semester to complete the suspension period, the suspension period will be carried over to the second semester.
- F. Contact of Legal Authorities. The principal of a school or the principal's designee shall notify as soon as possible the appropriate law enforcement authorities of the county or city in which the school is located, of any act of a student described in Neb. Rev. Stat. §79-267 which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code. Neb. Rev. Stat. §§79-262(1) and 293(1).



- G. Sanction to be Followed. If minimum and maximum sanctions are not specified for a specific prohibited act, the recommended sanction shall be imposed.
- H. Expulsion as Sanction. Expulsion is specified as a sanction for particular conduct because the District’s Board of Education finds that the type of conduct for which expulsion is specified has the potential to seriously affect the health, safety, or welfare of the student, other students, staff members, or other persons, or to otherwise seriously interfere with the educational process. Neb. Rev. Stat. §79-262(1).
- I. Students with Disabilities. Disciplinary procedures for students who have disabilities as defined by the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973 shall be subject to the disciplinary procedures set forth in District Rules 5400.2 and 5400.3 and applicable federal and state law.
- J. Mandatory Compliance. Students and their parent(s) or guardian(s) are hereby notified that compliance with the District’s Standards for Student Conduct is mandatory. It is the responsibility of all students and their parent(s) or guardian(s) to become familiar with these Standards.

II. Violations Against Persons.

- A. Use of Violence. Use of violence, force, coercion, threat, intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes.
  - 1. Pushing, Shoving or Physical Contact Related to Non-injurious Behaviors.
    - a. Maximum Sanction. Short-term suspension.
    - b. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
  - 2. Fighting. Mutual attempt to physically harm another person through mutual combative physical contact.
    - a. First Offense.
      - (1) Minimum Sanction. Short-term suspension. There is no mandated minimum sanction below grade six (6).
      - (2) Maximum Sanction. Long-term suspension.
      - (3) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
      - (4) Report to Law Enforcement. Legal authorities shall be contacted if substantial personal injuries are involved, an involved student or parent requests that a report to law enforcement be made, or a report is required or requested by law enforcement or the county attorney. Neb. Rev. Stat. § 28-310(2); Neb. Rev. Stat. §§79-262(1), 267(1) and 293.
    - b. Additional Offenses.
      - (1) Minimum Sanction. Long-term suspension.
      - (2) Maximum Sanction. Expulsion.
      - (3) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
      - (4) Report to Law Enforcement. Legal authorities shall be contacted if substantial personal injuries are involved, an involved student or parent requests that a report to law enforcement be made, or a report is required or requested by law enforcement or

the county attorney. Neb. Rev. Stat. § 28-310(2); Neb. Rev. Stat. §§79-262(1), 267(1) and 293.

3. Physical Assault. Initiation of a violent act against another person through aggressive physical contact.
  - a. Minimum Sanction. Long-term suspension. There is no mandated minimum sanction below grade six (6)
  - b. Maximum Sanction. Expulsion.
  - c. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  - d. Report to Law Enforcement. Legal authorities shall be contacted. Neb. Rev. Stat. §§ 28-308 to 310; Neb. Rev. Stat. §§79-262(1), 267(1) and 293.
  
- B. Personal Injury to District Employees, Volunteers, and Students. Causing or attempting to cause personal injury to an employee, a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this provision. Neb. Rev. Stat. §§79-267(3) and 283(3).
  1. Sanctions on School Grounds.
    - a. Maximum Sanction. Expulsion for the remainder of the school year if the misconduct occurs during the first semester. If the misconduct occurs during the second semester the expulsion shall remain in effect for summer school and may remain in effect for first semester of the following school year. Neb. Rev. Stat. §79-283 (3).
    - b. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
    - c. Report to Law Enforcement. Legal authorities shall be contacted if substantial personal injuries are involved. Neb. Rev. Stat. §§ 28-308 to 310; Neb. Rev. Stat. §§79-262(1), 267(3) and 293.
  2. Sanctions off School Grounds.
    - a. Citation during academic school year or the student admits that he or she has violated subsection II (B).
    - b. Extracurricular Maximum Sanction. Curtailment of extracurricular activities for the remainder of the school year if the misconduct occurs during the first semester. If the misconduct occurs during the second semester the curtailment shall remain in effect for summer school and may remain in effect for first semester of the following school year.
  
- C. Use of Threats or Intimidation.
  1. Use of Threats (Verbal and Written). All threats, including those alleged to be jokes, will always be taken seriously and are subject to the following disciplinary action.
    - a. Level One Threat (Transient). Using a threat as part of a common expression or in a context that the recipient does not feel threatened, frightened, or coerced (e.g., “Oh, I could just kill you for that” or “I will punch you in the nose”).
      - (1) Maximum Sanction. Short-term suspension.
      - (2) Extracurricular Sanction. Suspension from extracurricular activities during the time

of suspension.

- b. Level Two Threat (Serious Substantive). Using an expression or an implied or veiled threat with the intent of threatening, frightening, or coercing another and the recipient feels threatened, frightened, or coerced (e.g., “I will kill you”).
  - (1) Minimum Sanction. Short-term suspension. There is no mandated minimum sanction below grade four (4).
  - (2) Maximum Sanction. Long-term suspension.
  - (3) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
  - (4) Report to Law Enforcement. Legal authorities shall be contacted. Neb. Rev. Stat. § 28-310; Neb. Rev. Stat. §§79-262(1), 267(1) and 293.
  
- c. Level Three Threat (Very Serious Substantive). Threatening to kill or injure another person or threatening to damage property with potential for personal injury, without possessing a weapon or other object that could kill or injure the threatened or intimidated person, and the student describes how it will be done, including any threats that concern dangerous chemical substances, biochemical attacks, or bioterrorism, bombs, or any type of explosive or incendiary device.
  - (1) Minimum Sanction. Long-term suspension. There is no mandated minimum sanction below grade four (4).
  - (2) Maximum Sanction. Expulsion.
  - (3) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  - (4) Report to Law Enforcement. Legal authorities shall be contacted. Neb. Rev. Stat. §§ 28-310, 311.01 and 907; Neb. Rev. Stat. §§79-262(1), 267(1) and 293.
  
- d. Threatening with an Object. Threatening with an object which looks like a weapon or an object that could be used to injure someone. To qualify as a look-a-like weapon, the object must closely resemble a real weapon in size, shape, and color even when examined up close.
  - (1) Minimum Sanction. Long-term suspension.
  - (2) Maximum Sanction. Expulsion.
  - (3) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.

D. Firearms, Explosives, and Weapons.

- 1. Firearms, Etc. Knowingly possessing, handling, transmitting, using, intimidating with, or threatening with any firearm, explosive, or destructive device. For purposes of this subsection II(D)(1), firearm means 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, or the frame or receiver of any such weapon, or any firearm muffler or firearm silencer, or any destructive device. Such term does not include an antique firearm.
  - a. Sanctions on School Grounds.
    - (1) Minimum Sanction. Mandatory expulsion for one (1) year.
    - (2) Extracurricular Sanction. Suspension from extracurricular activities during the time

of expulsion.

- (3) Report to Law Enforcement. Legal authorities shall be contacted. Neb. Rev. Stat. §§28-1202 to 1204.04, 1215, 1216 and 1220; Neb. Rev. Stat. §§79-262(1), 267 (5) and 293.

b. Sanctions off School Grounds.

- (1) Citation for illegal possession of a weapon during academic school year or the student admits that he or she has violated subsection II(D).
- (2) Extracurricular Sanction. Curtailment of extracurricular activities for one (1) year.

2. Use and Possession of Dangerous Weapons. Using, intimidating with, threatening with, handling, transmitting, possessing on one's person or in one's vehicle any dangerous weapon, including but not limited to any stun gun, paint ball gun, air soft gun, B.B. gun, or pellet gun.

a. Sanctions on School Grounds.

- (1) Minimum Sanction. Twenty (20) day expulsion.
- (2) Maximum Sanction. Expulsion for one (1) year.
- (3) Extracurricular Sanction. Suspension from extracurricular activities during the time of expulsion.
- (4) Report to Law Enforcement. Legal authorities shall be contacted. Neb. Rev. Stat. §§28-1202 to 1204.04; Neb. Rev. Stat. §§79-262 (1), 267 (5) and 293.

b. Sanctions off School Grounds.

- (1) Citation for illegal possession of a weapon during academic school year or the student admits that he or she has violated subsection II (D).
- (2) Extracurricular Minimum Sanction. Curtailment of extracurricular activities for twenty (20) days.
- (3) Extracurricular Maximum Sanction. Curtailment of extracurricular activities for one (1) year.

3. Other Dangerous Weapons. Using or threatening with a knife, throwing star, brass knuckles, chemical substances (including, but not limited to, mace, pepper guns, and bleach), and any other objects that could be used to injure a person.

a. Sanctions on School Grounds.

- (1) Minimum Sanction. Long term Suspension.
- (2) Maximum Sanction. Expulsion for the remainder of the school year if the misconduct occurs during the first semester. If the misconduct occurs during the second semester the expulsion shall remain in effect for summer school and may remain in effect for first semester of the following school year. Neb. Rev. Stat. §79-283 (3).
- (3) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
- (4) Report to Law Enforcement. Legal authorities shall be contacted. Neb. Rev. Stat. §§28-1202 to 1204.04; Neb. Rev. Stat. §§79-262(1), 267 (5) and 293.

- b. Sanctions off School Grounds.
  - (1) Citation during academic school year or the student admits that he or she has violated subsection II (D).
  - (2) Extracurricular Minimum Sanction. Curtailment of extracurricular activities for six (6) days.
  - (3) Extracurricular Maximum Sanction. Curtailment of extracurricular activities for the remainder of the school year if the misconduct occurs during the first semester. If the misconduct occurs during the second semester the curtailment shall remain in effect for summer school and may remain in effect for first semester of the following school year.
  
- 4. Possession of Certain Prohibited Objects. Knowingly possessing, handling, or transmitting knives, throwing stars, brass knuckles, or other objects not enumerated above which could cause injury.
  - a. Minimum Sanction. Short-term suspension.
  - b. Maximum Sanction. Expulsion.
  - c. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  
- 5. Possession of Look-a-Like Weapons. Knowingly possessing a look-a-like weapon. The object must closely resemble a real weapon in size, shape, and color even when examined up close.
  - a. Minimum Sanction. Short-term suspension.
  - b. Maximum Sanction. Long-term suspension.
  - c. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
  
- 6. Exception for Certain Firearms. Subsection II(D) shall not apply to:
  - a. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training;
  - b. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms; or
  - c. Firearms and guns which may lawfully be possessed and used off school grounds, not at a school function, activity, or event.
  
- E. Extortion. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.
  - 1. Maximum Sanction. Expulsion.
  - 2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  
- F. Sexual Assault or Attempted Sexual Assault. Any sexual assault or attempt to sexually assault any person. Sexual assault shall mean sexual assault in the first or second degree as defined in Section IX (EE) of this Rule and Neb. Rev. Stat. §§28-319 and 320, or sexual assault of a child in the first, second or third degree as defined in Section IX (EE) of this Rule and Neb. Rev. Stat. §§28-319.01 and 320.01. Neb. Rev. Stat. §79-267(9).

1. Sanctions on School Grounds.
    - a. Minimum Sanction. Mandatory expulsion for one (1) year and possible reassignment upon return.
    - b. Extracurricular Sanction. Suspension from extracurricular activities during the time of expulsion.
    - c. Report to Law Enforcement. Legal authorities shall be contacted. Neb. Rev. Stat. §§ 28-319 to 320.01; Neb. Rev. Stat. §§79-262(1), 267(9) and 293.
  2. Sanctions off School Grounds.
    - a. Minimum Sanction. Curtailment of extracurricular activities for one (1) year.
    - b. Maximum Sanction. Expulsion for one (1) year. A complaint must have 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 off school grounds not at a school function, activity, or event, and the student's presence at school has a direct and immediate effect on maintaining discipline, order, or safety in the school. Neb. Rev. Stat. §79-267(9).
    - c. Extracurricular Sanction. Suspension from extracurricular activities during the time of expulsion.
- G. Sexual Contact. The intentional touching of another person's sexual or intimate parts or the intentional touching of another person's clothing covering the immediate area of the other person's sexual or intimate parts, without the consent of the other person. Sexual contact also includes the non-consensual touching by the other person of the actor's sexual or intimate parts or the clothing covering the immediate area of the actor's sexual or intimate parts when such touching is intentionally caused by the actor. The sexual contact must be such that it can be reasonably construed as being for the purpose of sexual arousal or gratification of either party. Neb. Rev. Stat. §§28-318(5) and 320.
1. Sanctions on School Grounds.
    - a. Minimum Sanction. Short-term suspension.
    - b. Maximum Sanction. Expulsion.
    - c. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
    - d. Report to Law Enforcement. Legal authorities must be contacted upon the request of the offended party. Neb. Rev. Stat. §§79-262(1) and 293.
  2. Sanctions off School Grounds.
    - a. Citation during academic school year or the student admits that he or she has violated subsection II (G).
    - b. Extracurricular Minimum Sanction. Curtailment of extracurricular activities for up to five (5) days.
    - c. Extracurricular Maximum Sanction. Curtailment of extracurricular activities for the remainder of the semester unless the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the curtailment shall remain in effect through the second semester.
- H. Sexual Harassment. Unwanted or unwelcome activity of a sexual nature which materially interferes with or substantially disrupts the educational process. This may include, but is not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling,

pressure to engage in sexual activity, repeated propositions, written messages, notes, cartoons or graffiti of a sexual nature, and unwanted body contact.

1. Maximum Sanction. Expulsion.
  2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
- I. Harassment. Any intentionally hurtful, demeaning, or disparaging acts, words, symbolic representations, or behavior used by a student or students against another student, students or staff member(s) that is disruptive of the educational process. This includes, but is not limited to, verbal, physical, visual, or graphic actions such as name-calling, taunting, mocking, slandering, humiliating, defaming, teasing, pestering; and making derogatory remarks, demeaning jokes, disparaging drawings or notes.
1. Maximum Sanction. Expulsion.
  2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
- J. Bullying. Any ongoing intentionally hostile or offensive verbal, written, graphic, demonstrative, electronic, or physical act used by a student or student(s) against another student or student(s) that has the purpose of exerting domination over another student through the act of intimidating, frightening, oppressing, retaliating, or adversely controlling the student, and that is disruptive of the educational process or any ongoing pattern of physical, verbal, written, graphic, demonstrative or electronic abuse, on District property, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event, or any other place where the governing law permits the District to discipline students for prohibited conduct. This may include, but is not limited to, verbal, graphic, written or electronic activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing, threatening, or physical or demonstrative activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing.
1. Maximum Sanction. Expulsion.
  2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
- K. Hazing. Any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with or participation in any group or activity. Such hazing activity shall include, but shall not be limited to the following: whipping; beating; branding; forced and prolonged calisthenics; prolonged exposure to the elements; forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption; prolonged sleep deprivation; harassing by exacting unnecessary or disagreeable work, banter, ridicule, or criticism; or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person. Consent to the hazing by the student(s) shall not be a defense to hazing.
1. Maximum Sanction. Expulsion.
  2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.

### III. Violations Against Public Health and Safety.

- A. Possession of Alcohol or other Drugs. Possession or use of an illegal narcotic drug, controlled substance, mood-altering or behavior-affecting substance, or look-a-like substance, or possession or use of a prescribed medication by a student for whom the prescribed medication was not prescribed,

or possession or use of drug paraphernalia. Possession or use of alcohol or an alcohol-containing beverage or liquor capable of human consumption.

1. Sanctions on School Grounds.

- a. First Offense. Suspension for nineteen (19) school days. Parents, at their own expense, may choose to participate in a District-approved suspension reduction program. Successful completion of this program may reduce the suspension and curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) days out of school).
- b. Additional Offenses. Mandatory expulsion. Prior violations of subsections III (A), (B), (C), (D), or (F) will be included as previous offenses.
- c. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
- d. Report to Law Enforcement. Legal authorities shall be contacted. Neb. Rev. Stat. §§ 28-416, 53-180 and 180.02; Neb. Rev. Stat. §§79-262 (1), 267(6) and 293.

2. Sanctions off School Grounds.

- a. Citation during academic school year or the student admits that he or she has violated subsection III (A).
  - (1) First Offense. Curtailment of extracurricular activities for nineteen (19) school days. Parents, at their own expense, may choose to participate in a District-approved suspension reduction program. Successful completion of this program may reduce the curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) school days curtailment of extracurricular activities).
    - (i) Students who self-report to a building administrator or coach or extracurricular activity sponsor, that he or she has violated subsection III(A), by self-reporting their violation the morning of the next school day following the violation, or if the next day following the violation is not a school day but extracurricular practices, activities, or games are being held and the student self-reports to a building administrator or coach or sponsor before the extracurricular practices, activities, or games commence, then the curtailment of extracurricular activities will be reduced to seventeen (17) days with the possibility of reduction to eight (8) days upon the completion of the District-approved suspension reduction program.
  - (2) Additional Offenses. Prior violations of subsections III(A), (B), (C), (D), or (F) on or off school grounds will be included as previous offenses.
    - (i) Extracurricular Sanction. Curtailment of extracurricular activities for the remainder of the semester unless the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the curtailment shall remain in effect through the second semester.

B. Distribution of Alcohol or other Drugs. Distribution or attempted distribution to or receipt or attempted receipt from, any other person, of any illegal narcotic drug, controlled substance, look-a-like substance, mood-altering or behavior affecting substance, or alcohol.

1. Sanctions on School Grounds.

- a. Minimum Sanction. Expulsion.
- b. Extracurricular Sanction. Suspension from extracurricular activities during the time of



expulsion.

- c. Report to Law Enforcement. Legal authorities shall be contacted. Neb. Rev. Stat. §§ 28-416, 53-180 and 180.02; Neb. Rev. Stat. §§79-262(1), 267(6) and 293.

2. Sanctions off School Grounds.

- a. Citation during academic school year or the student admits that he or she has violated subsection III (B).
- b. Extracurricular Sanction. Curtailment of extracurricular activities for the remainder of the semester unless the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the curtailment shall remain in effect through the second semester.

C. Possession, Use and Transportation of Medications. The possession, use, and transportation of prescribed and non-prescribed medications shall be in accordance with the following rules.

1. Possession of Medications (Preschool and Elementary Levels). Possession of prescribed or non-prescribed medications, or possession of prescribed or non-prescribed medications on school grounds during transportation to and from school, is prohibited. Elementary school students may possess and use glucose tablets and inhalers according to the provisions of Rule 5600.2.

a. First Offense.

- (1) Minimum Sanction. Short-term suspension.
- (2) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.

b. Additional Offenses.

- (1) Maximum Sanction. Expulsion. Prior violations of subsections III (A), (B), (C), (D), or (F) will be included as previous offenses.
- (2) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.

2. Possession of Medications (Middle School Level). Possession of prescribed or non-prescribed medications, or possession of prescribed medications on school grounds during transportation to and from school, is prohibited. Middle school students may transport non-prescribed medications to and from school but must turn it into the nurse upon arrival at school. Middle school students may possess and use glucose tablets and inhalers according to the provisions of Rule 5600.2.

a. First Offense.

- (1) Minimum Sanction. Short-term suspension.
- (2) Maximum Sanction. Suspension for nineteen (19) school days. Parents, at their own expense, may choose to participate in a District-approved suspension reduction program. Successful completion of this program may reduce the suspension and curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) school days curtailment of extracurricular activities).
- (3) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.

- b. Additional Offenses.
  - (1) Maximum Sanction. Expulsion. Prior violations of subsections III (A), (B), (C), (D), or (F) will be included as previous offenses.
  - (2) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  
- 3. Possession of Medications (High School Level). Possession of prescribed medications is prohibited. High school students may possess non-prescribed medications, but they may not possess prescribed medications except in transport to and from school. Prescribed medications must be turned into the nurse upon arrival at school. High school students may possess and use glucose tablets and inhalers according to the provisions of Rule 5600.2.
  - a. First Offense.
    - (1) Maximum Sanction. Suspension for nineteen (19) school days. Parents, at their own expense, may choose to participate in a District-approved suspension reduction program. Successful completion of this program may reduce the suspension and curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) school days curtailment of extracurricular activities).
    - (2) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
  - b. Additional Offenses.
    - (1) Maximum Sanction. Expulsion. Prior violations of subsections III (A), (B), (C), (D), or (F) will be included as previous offenses.
    - (2) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  
- D. Distribution of Prescribed Medications. Distribution or attempted distribution to or receipt or attempted receipt from any other person, of any prescribed medication.
  - 1. Minimum Sanction. Long-term suspension.
  - 2. Maximum Sanction. Expulsion.
  - 3. Additional Offenses.
    - a. Minimum Sanction. Expulsion.
  - 4. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  - 5. Report to Law Enforcement. Legal authorities shall be contacted. Neb. Rev. Stat. § 28-416; Neb. Rev. Stat. §§79-262(1), 267(6) and 293.\
  
- E. Distribution of Non-Prescribed Medications. Distribution or attempted distribution to or receipt or attempted receipt from any other person, of any non-prescribed medication.
  - 1. First Offense. Short-term suspension.
  - 2. Additional Offenses.
    - a. Minimum Sanction. Long-term suspension.
    - b. Maximum Sanction. Expulsion.

3. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
- F. Under the Influence of Alcohol or Other Drugs. Being intoxicated or under the influence of any illegal narcotic drug, controlled substance, prescribed medication by a student for whom the prescribed medication was not prescribed, mood-altering or behavior-affecting substance, or alcohol.
1. Sanctions on School Grounds.
    - a. First Offense. Suspension for nineteen (19) school days. Parents, at their own expense, may choose to participate in a District-approved suspension reduction program. Successful completion of this program may reduce the suspension and curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) days out of school).
    - b. Additional Offenses. Mandatory expulsion. Prior violations of subsections III (A), (B), (C), (D), or (F) will be included as previous offenses.
    - c. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
    - d. Report to Law Enforcement. Legal authorities shall be contacted. Neb. Rev. Stat. § 53-180.02; Neb. Rev. Stat. §§79-262(1), 267(6) and 293.
  2. Sanctions off School Grounds.
    - a. Citation during academic school year or the student admits that he or she has violated subsection III (F).
      - (1) First Offense. Curtailment of extracurricular activities for nineteen (19) school days. Parents, at their own expense, may choose to participate in a District-approved suspension reduction program. Successful completion of this program may reduce the curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) school days curtailment of extracurricular activities).
        - (a) Students who self-report to a building administrator or coach or extracurricular activity sponsor, that he or she has violated subsection III(A), by self-reporting their violation the morning of the next school day following the violation, or if the next day following the violation is not a school day but extracurricular practices, activities, or games are being held and the student self-reports to a building administrator or coach or sponsor before the extracurricular practices, activities, or games commence, then the curtailment of extracurricular activities will be reduced to seventeen (17) days with the possibility of reduction to eight (8) days upon the completion of the District-approved suspension reduction program.
      - (2) Additional Offenses. Prior violations of subsections III(A), (B), (C), (D), or (F) on or off school grounds will be included as previous offenses.
        - (a) Extracurricular Sanction. Curtailment of extracurricular activities for the remainder of the semester unless the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the curtailment shall remain in effect through the second semester.
- G. Exposure to Bodily Fluids. Intentionally spitting, throwing, wiping, or otherwise dispersing bodily fluids on or to another student or staff member for the purpose of infecting, inciting, demeaning, or intimidating that person.

1. Maximum Sanction. Expulsion.
  2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
- H. Tobacco and E-Cigarette Products. Possession or use of tobacco products or e-cigarette type products.
1. Maximum Sanction. Long-term suspension.
  2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
- I. Possession or Use of Fireworks. Possession or use of fireworks of any description.
1. Maximum Sanction. Expulsion.
  2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
- IV. Violations against Public Decency and Good Morals.
- A. Public Indecency. Behavior resulting in public indecency (see definition). This subsection shall apply only to students above grade five (5). Neb. Rev. Stat. §79-267(7).
1. Maximum Sanction. Expulsion.
  2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
- B. Profanity and Obscenity. Verbal, written or electronic language, communications, pictures, photos, videos, digital images, drawings or materials of any kind that are reasonably offensive or repulsive to the person hearing, viewing or receiving the same and which is disruptive of the educational process.
1. Maximum Sanction. Expulsion.
  2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
- C. Pornography. Any picture, photo, video, digital image, drawing or materials of any kind that in the reasonable judgment of school administrators constitute child pornography, pornography, or obscene materials pursuant to Neb. Rev. Stat. §§ 28-807, 808, 1463.02 or 1463.03, whether or not a citation is issued by a law enforcement officer or prosecuting authority.
1. Maximum Sanction. Expulsion.
  2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
- D. Disparaging Language/Symbolism. Disparaging or demeaning language or symbolic actions of any kind including, but not limited to gestures or language that is intended to disparage, demean, or subject another student or staff member to ridicule.
1. Maximum Sanction. Expulsion.
  2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
- E. Secret Organizations/Gangs. Participation or membership in any secret fraternity, sorority, club, association, or organization is prohibited. The wearing of any ring, pin, or insignia of such a secret

organization is also prohibited. Organizations or gangs, which initiate, advocate, or promote violence, drug or alcohol use, sex, criminal activity, or activities which disrupt the school environment or threaten the safety or well being of persons or property, and which identify themselves through the use of a name, geographic territory, unique appearance, or language, are a substantial disruption to and material interference with the educational environment, and are prohibited. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or other attributes indicates or implies membership in or affiliation with such a group, constitutes a substantial disruption to and material interference with the educational environment, and are prohibited.

1. Maximum Sanction. Expulsion.
2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.

V. Violations against Property.

A. Damage to Property. Willfully causing or attempting to cause substantial damage or participating in behavior that results in negligent damage to property, or repeated damage to property. This shall include school property lent to the student which the student damages. As to any such damaged property, the student's parent(s) or guardian(s) shall be liable for the damage to the school property. Neb. Rev. Stat. §79-267(2).

1. Maximum Sanction. Expulsion.
2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
3. Report to Law Enforcement. Legal authorities shall be contacted when the value of the property is five hundred dollars (\$500.00) or more. Neb. Rev. Stat. §28-519; Neb. Rev. Stat. §§79-262(1), 267(2) and 293.

B. Theft/Larceny. Stealing or attempting to steal property, or repeated theft of property. This will include school property lent to a student that is not returned upon demand by an authorized staff member and for which there is no reasonable justification for the failure to return the property. Neb. Rev. Stat. §79-267(2).

1. Maximum Sanction. Expulsion.
2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
3. Report to Law Enforcement. Legal authorities shall be contacted when the value of the property is five hundred dollars (\$500.00) or more. Neb. Rev. Stat. §§28-511 and 518; Neb. Rev. Stat. §§79-262(1), 267(2) and 293.
4. Sanctions off School Grounds. Committing burglary or theft which constitutes a felony provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection or the student admits that he or she has violated subsection V(B).
  - a. Extracurricular Maximum Sanction. Curtailment of extracurricular activities for the remainder of the semester unless the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the curtailment shall remain in effect through the second semester.

C. Arson or False Fire Alarm. Intentionally starting a fire. Use of any fire causing agents to start or attempt to start a fire. Purposely or knowingly causing a false fire alarm. Neb. Rev. Stat. §§28-502 to

504 and 907; Neb. Rev. Stat. §79-267(10).

1. Minimum Sanction. Short-term suspension.
  2. Maximum Sanction. Expulsion.
  3. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  4. Report to Law Enforcement. Legal authorities shall be contacted if it is believed the arson was criminal. Neb. Rev. Stat. §§28-502 to 504 and 907; Neb. Rev. Stat. §§79-262(1), 267(10) and 293.
- D. False Alarm or Report. Purposely making a false alarm or false report, or purposely furnishing false information or making a communication or statement, whether verbal, written or electronic, concerning the existence of any bomb, explosive device, weapon, firearm, dangerous chemical substance, or biochemical or terroristic device, or concerning an intent or attempt to be made to kill, injure, or intimidate any individual or to use, possess, or bring on to District property or to any District activity or event any bomb, explosive device, weapon, firearm, dangerous chemical substance, or biochemical or terroristic device, or concerning the need for medical, police, or emergency services or procedures. Neb. Rev. Stat. §§28-907 and 1221; Neb. Rev. Stat. §79-267(10).
1. Minimum Sanction. Short-term suspension.
  2. Maximum Sanction. Expulsion.
  3. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  4. Report to Law Enforcement. Legal authorities shall be contacted. Neb. Rev. Stat. §§28-907 and 1221; Neb. Rev. Stat. §§79-262(1), 267(10) and 293.
- E. Computers. Direct or indirect use of District computers, computer networks, or computer systems, which involves offensive, personal, commercial, and/or religious messages, or any unauthorized access or use of a District computer, computer network, or computer system which violates District policy or state or federal law. Neb. Rev. Stat. §§28-1341 to 1348; Neb. Rev. Stat. §79-267(10).
1. Maximum Sanction. Expulsion.
  2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  3. Report to Law Enforcement. Legal authorities shall be contacted if the action constitutes a felony. Neb. Rev. Stat. §§28-1341 to 1348; Neb. Rev. Stat. §§79-262(1), 267(10) and 293.

VI. Violations against School Administration.

- A. Tardy/Truancy. Unauthorized absence from school. Neb. Rev. Stat. §§79-201 and 209.
1. Maximum Sanction. Short-term suspension.
  2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
- B. Gambling. Playing any game of chance for money or other stakes. Neb. Rev. Stat. §79-267(10).
1. Maximum Sanction. Expulsion.
  2. Extracurricular Sanction. Suspension from extracurricular activities during the time of

suspension or expulsion.

- C. Dishonesty. Dishonesty that interferes with the educational process.
  - 1. Maximum Sanction. Expulsion.
  - 2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
- D. Dress Code Violation. Failure to comply with established building dress code.
  - 1. Maximum Sanction. Long-term suspension.
  - 2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
- E. Failure to Report. Failure to comply with assigned discipline consequence.
  - 1. Maximum Sanction. Long-term suspension.
  - 2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
- F. Failure to Comply. Failure to follow established building rules, and procedures.
  - 1. Maximum Sanction. Long-term suspension.
  - 2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
- G. Open Campus/Unauthorized Area Violation. Violating established open campus rules and/or being in an unauthorized location without permission.
  - 1. Maximum Sanction. Long-term suspension.
  - 2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
- H. Cheating or Plagiarism. Cheating on examinations including but not limited to ELO examinations. Plagiarism on projects including but not limited to reports, research papers, and portfolios.
  - 1. Maximum Sanction. Long-term suspension.
  - 2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
- I. Insubordination. Disrespect for, defying authority of, or refusing to obey requests or directions of teachers, school officials or school employees.
  - 1. Maximum Sanction. Expulsion.
  - 2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
- J. Disruptive Behavior. Behavior or possession of any item that materially interferes with or substantially disrupts class work, school activities, or the educational process.
  - 1. Maximum Sanction. Expulsion.
  - 2. Extracurricular Sanction. Suspension from extracurricular activities during the time of

suspension or expulsion.

- K. Nuisance Items. Any item in a student's possession that is sufficiently annoying, offensive, unpleasant, or obnoxious that it substantially interferes with or materially interrupts the educational process. These items may include, but are not limited to all electronic devices.
  - 1. Maximum Sanction. Expulsion.
  - 2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
- L. Unlawful Activity. Engaging in any unlawful activity not specifically covered herein, which constitutes a danger to other students or school personnel, or interferes with school purposes or the educational process. Neb. Rev. Stat. §79-267(10).
  - 1. Maximum Sanction. Expulsion.
  - 2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
- M. False Complaints. False accusations or complaints against another student or staff member.
  - 1. Maximum Sanction. Long-term suspension.
  - 2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
- N. Student Identification. Failure of a high school student to present the school approved student identification card upon the request of a District staff member while on District property, 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, or any other place where the governing law permits the District to discipline students for prohibited conduct.
  - 1. Maximum Sanction. Short-term suspension.
  - 2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.

VII. Repeated Offenses or Series of Prohibited Conduct.

- A. Two (2) or more violations of prohibited conduct or violation of two (2) or more of the acts prohibited herein within the current building level, which constitute a substantial interference with school purposes. Neb. Rev. Stat. §79-267(11).
  - 1. Sanction. Unless otherwise provided herein, prohibited conduct otherwise subject to short-term suspension may be subject to long-term suspension; conduct otherwise subject to long-term suspension may be subject to expulsion; prohibited conduct initially subject to expulsion may be again subject to expulsion.

VIII. Curtailed of Extracurricular Activities.

- A. General Statement. When reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process, the District shall curtail a student's participation in District extracurricular activities. Students shall not be permitted to be on District property or participate in or attend District-sponsored extracurricular activities during the time period that the student is excluded from school for disciplinary reasons. In addition, students may be curtailed from extracurricular activities for misconduct taking place off school grounds and not at a school function, activity, or event. Curtailed may also occur outside the academic school year if the misconduct takes place



during a school sponsored activity pursuant to the provisions of this section.

B. Period of Ineligibility for Conduct on School Grounds.

1. Period of Ineligibility. During any time period that a student is excluded from school due to short-term suspension, long-term suspension, expulsion, or emergency exclusion for conduct occurring on District property, 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, or any other place where the governing law permits the District to discipline students for prohibited conduct, the student so excluded shall also be ineligible for participation in extracurricular activities for the entire period of exclusion, and will also be prohibited from being on District property or attending any District-sponsored extracurricular events during the period of exclusion from school.

C. Period of Ineligibility for Conduct off School Grounds.

1. Period of Ineligibility. The prohibited conduct contained in Sections II (B), (D), (F), and (G), I III (A), (B), and (F), and V (B) of this Rule, shall subject the student to the periods of ineligibility for extracurricular activities therein provided for conduct occurring off school grounds and not at a school event during the academic school year.

D. District Events During Ineligibility Period. Students who are ineligible for participation in extracurricular activities will also be prohibited from attending any District-sponsored extracurricular events during the ineligibility period.

E. Effective Following Semester if Necessary. The ineligibility period shall remain in effect during the following semester (including the following school year) if there are insufficient school days in the semester to complete the ineligibility period.

F. Extracurricular Commutation. Penalties assigned under this Section may be reduced by the Superintendent or Superintendent's designee upon the successful completion of counseling, community service, or other alternatives to curtailment set by the District. The District shall have the sole discretion in determining whether the student is eligible for commutation, and what form the counseling, community service, or other alternatives to curtailment must be successfully completed before commutation may take place. Any costs associated with counseling, community service, or other alternatives to curtailment shall be borne by the student or the student's parent(s) or guardian(s).

G. Effective Date. The effective date of the curtailment of extracurricular activities shall be the date that the principal or principal's designee provides the student with the oral or written notice of the charges, except the principal shall not issue a letter of curtailment until there is a student admission, court decision or citation.

IX. DEFINITIONS.

A. "Academic school year" shall mean the time students are in school during the dates and times set by the school calendar and adopted by the Board, including summer school.

B. "Alcoholic beverage" shall mean any substance subject to the jurisdiction of the Nebraska Liquor Commission.

C. "Citation" shall mean a written complaint, writ, summons, requirement to appear, ticket, uniform citation form, decree, notice, warrant, indictment, information, or other legal process issued by a law enforcement officer or prosecuting authority, which charges the student with committing an offense against the law, whether given directly to the student or the student's parent or guardian, or forwarded to a federal, state, county, or municipal attorney, prosecutor, or prosecuting authority.

D. "Controlled substance" shall mean opiates, opium derivatives, depressants, stimulants, and the substances and derivatives as defined by Neb. Rev. Stat. §28-401(4) including, but not limited to,

“uppers”, “downers”, barbiturates, amphetamines, LSD, heroin, hashish, hallucinogenic substances, cocaine, and substances such as glue, to the extent any such substance is used for the purpose of mood or behavior alteration by a student, and any other substance which alters the mood or behavior and which is not taken for medical purposes (e.g., steroids).

- E. “Current building level” shall mean the current education level in which the student is enrolled (i.e., grades 9-12 are the high school building level, grades 6-8 are the middle school building level, and grades K-5 are the elementary school building level).
- F. “Curtailement of extracurricular activities” shall mean that the student is ineligible for participation in or attending any extracurricular activities. During any time that a student is excluded from school for conduct occurring while within school jurisdiction, the student is ineligible for participation in or attending any extracurricular activities.
- G. “Destructive device” shall mean (1) any explosive, incendiary, chemical or biological poison, or poison gas-bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, booby trap, Molotov cocktail, bottle or pipe bomb, vessel or container intentionally caused to rupture or mechanically explode or device similar to any of the devices described in the preceding clauses; (2) any type of weapon (other than a shotgun shell which is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (3) any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled.
- H. “Distribution or attempted distribution to or receipt or attempted receipt from, any other person” shall mean all actions, activities, and communications, whether verbal, written, or electronic, involved with the transfer or attempt to transfer, or the receipt or attempt to receive any illegal narcotic drug, controlled substance, look-a-like substance, mood-altering or behavior affecting substance, alcohol, prescribed medications, or non-prescribed medications. These terms shall be broadly construed and interpreted to include, but not be limited to, any and all actions, activities, and communications concerning the sale, transfer, trading, offering, gifting, receiving, purchasing, soliciting, and/or acceptance of the aforesaid substances, whether or not a transfer is actually made, and whether or not the student comes into actual possession thereof.
- I. “Drug paraphernalia” shall mean all equipment, products, materials, and items which are used, intended for use, altered for use, or designed for use, in manufacturing, injecting, ingesting, inhaling, vaporizing, or otherwise introducing into the human body any controlled substance.
- J. “Exclusion” shall mean that time period a student is excluded from school during short-term suspension, long-term suspension, emergency exclusion, or expulsion. It may also mean that time period that the student is mandatorily reassigned.
- K. “Expulsion” shall mean exclusion from all schools in the District (except the location designated for alternative education).
- L. “Extracurricular activities” shall mean all athletic teams, activities, groups, clubs, homecomings, proms, dances, graduation ceremonies, and all other organizations or events sponsored by or associated with the District which are not part of the District curriculum.
- M. “Firearms” shall mean (1) 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; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. Such term does not include an antique firearm.
- N. “Illegal narcotic drug” shall mean the illegal substances as defined by Neb. Rev. Stat. §28-401(15).
- O. “Ineligibility period” shall mean that period of time that a District student is prohibited from

participating in and/or attending any District extracurricular activities.

- P. "Injury" shall mean damage to a person that results in a specific wound or wounds that requires first aid treatment or a physician's care.
- Q. "Long-term suspension" shall mean exclusion from all schools in the District for more than five (5) school days but less than twenty (20) school days. If there are insufficient school days in the first semester to complete the suspension period, the suspension period will be carried over to the second semester.
- R. "Look-a-like substance" (also known as imitation controlled substance) shall mean any substance which is not a controlled substance, but which by its appearance (including, but not limited to, color, shape, size, markings, or packaging) or by representations made, induce or are intended to induce, persons to believe that the substance is a controlled substance. "Look-a-like substance" shall include any beverage containing alcohol or a beverage that is represented to contain alcohol.
- S. "Medication" shall be broadly defined and shall mean all prescribed medications, over the counter and other non-prescribed medications, and all chemical substances, compounds, homeopathic substances, herbs, vitamins, and/or devices, which purport to aid in a person's health or well-being or are intended for use in the diagnoses, cure, mitigation, treatment, or prevention of diseases, or are intended to affect the structure or any function of the body; and any device, instrument, apparatus, implement, machine, contrivance, implant, or other similar or related article, including any component part or accessory, which is prescribed by a physician, physician assistant, or advanced practice registered nurse, and dispensed by a pharmacist or other person authorized by law.
- T. "Non-prescribed medication" shall mean all medications which are available without a prescription or order from a person who is licensed under the laws of Nebraska to prescribe medications.
- U. "On school grounds" shall mean on District property, in a vehicle owned, leased, or contracted by the District being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event, or any other place where the governing law permits the District to discipline students for prohibited conduct.
- V. "One year" shall mean the three hundred sixty-five (365) days that follow the acts at issue.
- W. "Possession of a substance" shall mean situations where a student has on his person, within his personal property, within his vehicle, within school property assigned to him or under his control, a substance prohibited under this Rule, while on school property or at a school sponsored or school-related activity or event. Small or trace amounts of a prohibited substance constitute possession of a substance, and positive results from alcohol or other drug screening and testing technology are evidence of the possession of prohibited substances.
- X. "Prescribed medication" shall mean all medications which are available only with a prescription or order from a person who is licensed under the laws of Nebraska to prescribe medications.
- Y. "Prior violations" shall mean violations of the cited subsections, which occurred while the student is in the current building level. Student conduct violations which occurred in another school district at the current building level shall be included as prior violations. For suspension, expulsion, or reassignment purposes, prior violations shall only include previous student conduct violations which occurred on school grounds. For curtailment of extracurricular activities purposes, prior violations shall include previous student conduct violations which occurred on or off school grounds.
- Z. "Public indecency" shall mean performing, procuring, or assisting any other person to perform, in a public place and where the conduct may reasonably be expected to be publicly viewed: (1) An act of sexual penetration; (2) An exposure of the genitals, female breasts or buttocks of the body done with intent to affront or alarm any person; or (3) A lewd fondling or caressing of the body of another person of the same or opposite sex.
- AA. "Reasonable information that the student has committed a prohibited act" shall mean such amount of

information from which a reasonable school administrator who is not acting based on improper motives such as discrimination, retaliation, revenge, or retribution, could reasonably conclude that the student engaged in the prohibited acts in question. Such amount of information shall not be evidence beyond all reasonable doubt, or clear and convincing evidence, or even a preponderance of the evidence. Such reasonable information shall be evaluated within the context of an orderly and effective educational process, and shall not be evaluated within the context of any laws, regulations, rules, practices, or procedures which may be applicable in any criminal or civil judicial proceedings, administrative officer proceedings, law enforcement or administrative agency investigation proceedings, or formal evidentiary proceedings.

- BB. "School day" shall mean any day that school is in session and students are attending academic courses. It does not include days that practices for extracurricular activities are held during the summer, or weekends and vacations that occur during the academic school year.
- CC. "School jurisdiction" shall mean on District property, in a vehicle owned, leased, or contracted by the District being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event, or any other place where the governing law permits the District to discipline students for prohibited conduct.
- DD. "Semester" shall mean the equivalent of one half of the required student instructional days.
- EE. "Sexual assault" shall mean sexual assault in the first degree or second as defined in Neb. Rev. Stat. §§28-319 and 320, or sexual assault of a child in the first, second or third degree as defined in Neb. Rev. Stat. §§28-319.01 and 320.01, as such statutes now provide or may hereafter be amended. Sexual assault in the first degree occurs when a person subjects another person to sexual penetration without the consent of the victim, or when a person who is nineteen years of age or older subjects another person who is at least twelve but less than sixteen years of age to sexual penetration. Neb. Rev. Stat. §28-319. Sexual assault in the second degree occurs when a person subjects another person to sexual contact without the consent of the victim and the actor causes serious personal injury to the victim. Neb. Rev. Stat. §28-320. Sexual assault of a child in the first degree occurs when a person who is nineteen years of age or older subjects another person under twelve years of age to sexual penetration. Neb. Rev. Stat. §28-319.01. Sexual assault of a child in the second degree occurs when a person who is nineteen years of age or older subjects another person fourteen years of age or younger to sexual contact and the actor causes serious personal injury to the victim. Neb. Rev. Stat. §28-320.01. Sexual assault of a child in the third degree occurs when a person who is nineteen years of age or older subjects another person fourteen years of age or younger to sexual contact and the actor does not cause personal injury to the victim. Neb. Rev. Stat. §28-320.01.
- FF. "Sexual or intimate parts" shall mean the genital area, groin, inner thighs, buttocks or breasts.
- GG. "Short-term suspension" shall mean exclusion from all schools in the District not to exceed five (5) school days. If there are insufficient school days in the first semester to complete the suspension period, the suspension period will be carried over to the second semester.
- HH. "Under the influence" shall mean the manifestation of physical and physiological symptoms or reactions caused by the use of any illegal narcotic drug, controlled substance, mood-altering or behavior-affecting substance, prescribed medication by a student for whom the prescribed medication was not prescribed, or alcohol. Factors which may be taken into consideration are: the odor of a prohibited substance on the student's breath or clothes, glassy eyes, slurred speech, physical mobility, and such other factors which the training of school administrators indicates as being evidence of the use of prohibited substances or being under the influence of the same. Positive results from alcohol or other drug screening and testing technology are evidence of the use and possession of prohibited substances or being under the influence of the same.
- II. "Use of substance" shall mean situations where there is reasonable suspicion to believe a student has assimilated a prohibited substance or is under the influence of the same while on school property or in attendance at a school-sponsored or school-related activity or event. Factors which may be taken into consideration are: the odor of a prohibited substance on the student's breath or clothes, glassy eyes,

slurred speech, physical mobility, and such other factors which the training of school administrators indicates as being evidence of the use of prohibited substances or being under the influence of the same. Positive results from alcohol or other drug screening and testing technology are evidence of the use and possession of prohibited substances or being under the influence of the same.

Legal Reference: Neb. Rev. Stat. §§28-319, 319.01, 320 and 320.01

Neb. Rev. Stat. §28-401

Neb. Rev. Stat. §§28-502 and 504

Neb. Rev. Stat. §§28-511, 518 and 519

Neb. Rev. Stat. §28-907

Neb. Rev. Stat. §28-1202 *et seq.*

Neb. Rev. Stat. §28-1341

Neb. Rev. Stat. §79-254 *et seq.*

Related Rules: 5300.3, 5400.1, 5400.2, 5400.3, 5400.4, 5400.5, 5410.1, 5470.1, 5480.1, 5490.1, 5600.2

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Millard Public Schools  
Omaha, Nebraska

## **Attendance, Tardiness, and Excessive Absenteeism**

**5200.1**

### **I. Attendance.**

- A. **Attendance Accounting.** Attendance accounting shall be accomplished in secondary schools by recording students' attendance period-by-period, in elementary schools by recording students' attendance in the morning and afternoon, and in summer school by recording secondary students' attendance period-by-period and elementary students' attendance by the hour.
- B. **Grounds for Excused Absences.** Students will be granted an excused absence from school by the principal or the principal's designee for the following reasons:
1. Personal illness (a physician's verification is required after four (4) consecutive days of absence for illness).
  2. Doctor or dental appointments for the student, which cannot be scheduled at a time other than during school hours.
  3. Death or serious illness of the student's family member.
  4. Attending a funeral.
  5. Wedding or graduation of the student's family member.
  6. Legal matters which cannot be arranged at a time other than during school hours.
  7. Observance of religious holidays of the student's own faith.
  8. College planning visits.
  9. Matters involving student safety.

10. Matters related to military service.
  11. Personal or family vacations not to exceed five (5) days per school year.
  12. Pregnancy and parenting related appointments and/or conditions pursuant to District Rule 5200.3 (I).
  13. The approval of all excused absences may be subject to review by Student Services.
- C. Insufficient Grounds for Excused Absences. Students will be assigned an unexcused absence from school by the principal or the principal's designee for the following reasons:
1. Personal recreational activities.
  2. Non-school sponsored activities and athletics (e.g., competitive cheer, club sports, or theater caravans).
  3. Babysitting.
  4. Birthdays.
  5. Work.
- D. Rules Governing Absences.
1. Individuals who are authorized to submit written excuses for absences are a parent or guardian, the student if age nineteen (19), or the student if emancipated. Written excuses must be provided to the principal or the principal's designee.
  2. The student's parents or guardians must call within the time specified by the school's guidelines and provide the following information: the date(s) and/or time of the absence and the reason for the absence. Failure to call within the required time frame will result in the absence being recorded as unexcused.
  3. The District reserves the right to require verification from a doctor or dentist when an absence is for medical or dental reasons.
  4. A written excuse, which is forged or contains factual misrepresentations, will subject the student to discipline under District Rule and the absence(s) will be recorded as unexcused absences.
- E. Make-up Work for Excused and Unexcused Absences.
1. Schoolwork missed due to an excused or unexcused absence, must be completed to the satisfaction of each teacher whose class was missed.
  2. Students will have a minimum of one (1) school day for each day of absence, to make up missed schoolwork. Students who do not make up their work within the prescribed time limits will not receive credit for the work missed.
  3. Make-up work may be provided prior to a planned absence if the lessons and assignments have already been planned for and prepared by the teacher in the context of having created the weekly lesson plans. Make-up work provided to a student in advance of their absence does not guarantee that no additional work may need to be completed upon their return to school. Students who do not request missed work in advance will be provided all assigned work when the student returns from an absence.

4. Providing early or late semester exams is at the discretion of the building principal or the principal's designee.
5. During prolonged absence due to illness, the parent may call the school office to make arrangements for picking up the missed work.
6. When the school administration has given approval for a student to participate in school sponsored programs such as High Ability Learners (HAL) Seminars, music programs, dramatics, or athletics, the student should not be penalized for not being present to take tests and participate in the daily work. The student shall be given an opportunity to make up any work missed.

II. Tardiness.

A. Rules. The following rules shall apply to tardiness.

1. Students tardy to school will not be admitted to class unless the student has the permission of the principal or principal's designee.
2. Tardies will be excused or unexcused as determined by the building principal or the principal's designee.
3. Each school shall adopt a set of guidelines to be used to avoid or minimize student tardiness and publish it in their student handbook.

III. Excessive Absenteeism.

A. Rules. The following rules shall apply to excessive absenteeism.

1. At least one (1) attendance officer shall be appointed by the District's Board who shall enforce the provisions of Nebraska's mandatory attendance laws. If the Superintendent, a principal, a teacher, or a Board member knows of a violation of Nebraska's mandatory attendance laws they shall within three (3) days report such violation to the District's attendance officer who shall immediately investigate the violation. When of his or her personal knowledge or by report or complaint from any resident of the District, the District's attendance officer believes that there is a violation of Nebraska's mandatory attendance laws, the attendance officer shall immediately investigate such violation.
2. If a student has accumulated eight (8) absences in a school year or the hourly equivalent, the District may render all services to address barriers to attendance. Such services shall include, but not be limited to, the following:
  - a. Verbal or written communication by District officials with the person or persons who have legal or actual charge or control of any student.
  - b. One or more meetings between, at a minimum, a school attendance officer, a school social worker, or a school administrator or his or her designee, the person who has legal or actual charge or control of the student, and the student, when appropriate, to attempt 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 student;
    - ii. Educational counseling;
    - iii. Educational evaluation; and

- iv. Referral to community agencies for economic services, family or individual counseling, or assisting the family in working with other community services.
- v. Prevention and early intervention procedures, service coordination, cooperative efforts, and information sharing, in accordance with the Superintendent's Plan pursuant to Neb. Rev. Stat. § 79-2121.

- 3. Absences due to pregnancy, or pregnancy related conditions, or care for an ill child, do not count towards the excessive absenteeism accumulated absences in a school year or the hourly equivalent.

B. Notification.

- 1. If a student has accumulated eight (8) absences in a school year or the hourly equivalent, the District will send written notice to the student's parents or guardians regarding the State mandatory attendance and excessive absenteeism laws. If any of the absences are due to illness, the notice to the student's parents or guardian shall indicate the number of absences due to such.
- 2. If a student has accumulated fifteen (15) absences in a school year or the hourly equivalent, the District will send written notice to the student's parents or guardians regarding the State mandatory attendance and excessive absenteeism laws. If any of the absences are due to illness, the notice to the student's parents or guardians shall indicate the number of absences due to such.
- 3. If a student is absent more than twenty (20) days in a school year or the hourly equivalent, the attendance officer may file a report with the county attorney of the county in which the student resides. The District shall notify the student's family in writing prior to referring the student to the county attorney. The report shall state that the District has made the efforts required by Section III(A)(2) of this Rule and that the collaborative plan to reduce barriers identified to improve regular attendance has not been successful and the District recommends county attorney intervention. The report shall include the student's and parents' names, address, number of excused and unexcused absences, number of absences due to illness documentation that the District has made the efforts required by Section III(A)(2) of this Rule, and copies of all other relevant information regarding the student's attendance and excessive absenteeism.
- 4. If a student has a history of being chronically absent from school, the District shall render any and all services in the District's power to compel the student to attend school.

- C. Students on Probation. If a student on probation who has previously been expelled from the District is attending school pursuant to Nebraska law governing students on probation, prior to the re-admission of the student to the school, school officials 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 as well as educational objectives that must be achieved. The school may expel such a student for subsequent actions which violate District Rule 5400.6. Such a student shall be screened by the District for possible disabilities and, if the screening so indicates, the student shall be referred for evaluation for possible placement in a District special education program.

IV. Students Exempt from the Mandatory Attendance Laws. Students who are exempt from the mandatory attendance laws are:

- A. Students who have obtained a high school diploma;
- B. Students who have completed the program of instruction offered by a school which elects pursuant to state law not to meet accreditation or approval requirements;
- C. Students who have reached eighteen (18) years of age;



- D. Students who have reached sixteen (16) years of age, but are not yet eighteen (18) years of age, and whose withdrawal from school before graduation and exemption from the mandatory attendance requirements has been completed in accordance with state law and District Rule 5120.2.
  - E. Students who will reach six (6) years of age prior to January 1 of the then current school year, and their parent or guardian has discontinued enrollment in accordance with District Rule 5100.2(III)(A); and
  - F. Students who will not reach six (6) years of age prior to January 1 of the then current school year, and their parent or guardian has discontinued enrollment in accordance with District Rule 5100.2(III)(B).
- V. Student Discipline. Students who violate the provisions of this Rule, or the District’s Standards for Student Conduct, or the guidelines of the building principal or principal's designee, may be subject to student discipline. Students who have excessive absences or tardies may also be subject to student discipline.
- VI. Definitions.
- A. "Emancipated student" shall mean any student, under the age of nineteen (19), who is either married, or is enlisted in the military service, or unmarried and has voluntarily left home without financial support from the student's parent(s), or the student has been declared emancipated by a court of law and the conditions leading to that declaration remain unchanged.
  - B. “Excessive absences” shall mean eight (8) or more absences from school in a school year or the hourly equivalent.

Legal Reference: Neb. Rev. Stat. §§ 29-2270 through 29-2273  
 Neb. Rev. Stat. §§ 79-201 through 79-210, and 79-2121  
 Nebraska LB 427 (2017)

Related Policies & Rules: 5200, 5200.2, 5200.3, 5400.6

Rule Approved:

Revised: July 20, 1987; September 19, 1994; September 8, 1998;  
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 May 21, 2018

### **STUDENT HEALTH AND SAFETY**

In order to ensure the safety of every student, the Millard Public School’s safety and security practices are rooted in the four phases of emergency management 1) Mitigation, 2) Preparedness, 3) Response, and 4) Recovery. All schools have established and customized emergency response plans and procedures designed to protect the well-being of students and staff during emergency situations. The Incident Command Team in each school is responsible for conducting emergency response drills and training on a regularly scheduled basis. Students are expected to follow designated Standard Response Protocols when announced. The four standard responses protocols are described below:

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### TEACHER

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance



## LOCKOUT! SECURE THE PERIMETER.

### STUDENTS

Return inside  
Business as usual

### TEACHER

Bring everyone indoors  
Lock perimeter doors  
Increase situational awareness  
Business as usual  
Take attendance



## EVACUATE! TO ANNOUNCED LOCATION.

### STUDENTS

Bring your phone  
Leave your stuff behind  
Follow instructions

### TEACHER

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



## SHELTER! HAZARD AND SAFETY STRATEGY.

### STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### TEACHER

Lead safety strategy  
Take attendance



In the event of a school-wide emergency, school officials will communicate with parents in every form possible. In the event of an off-campus evacuation, please do not immediately proceed to the school, a re-unification site will be established by the school or first responders and the location will be communicated to parents as soon as possible.

## **Restraint and Seclusion**

As a part of the emergency procedures within the Millard Public Schools, any student who poses a significant imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with District Rule 5495.2. Significant violations of the law including assaults on students and staff will be reported to the police. The building administrator or designee will make reasonable efforts to notify the parent/guardian no later than the end of business on the school day on which the physical restraint/seclusion occurred. The parent should be notified of the circumstances leading up to the physical restraint/seclusion and be given a point of contact for additional information. District Rule 5495.2 is available to all parents electronically via the District's website or as a hard copy on request.

## **Dating Violence**

**5300.4**

- I. **Dating Violence Prohibited.** The District provides physically safe and emotionally secure environments for all students. Positive behaviors are encouraged in the educational program and are required of all students. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students.
- II. **Dating Violence Training.** Strategies and practices will be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Dating violence training, as defined by Neb. Rev. Stat. 79-2,141(4), shall be provided to staff deemed appropriate by the administration. Training shall include, but not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.
- III. **Dating Violence Information.** The District shall inform the students' parents or legal guardians of the District's dating violence policy on an annual basis via the Student Handbook. If requested, the District shall also provide the parents or legal guardians a copy of the District's dating violence policy and other relevant information.
- IV. **Definitions.**
  - A. Dating Violence shall mean 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.
  - B. Dating Partner shall mean 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.

Related Policies and Rules: 5300, 5300.1, 5300.2, 5300.3

Legal Reference: Neb. Rev. Stat. § 79-2,141

Date of Adoption: May 17, 2010

Revised: December 5, 2016

## **Student Health**

Among the health services provided for students by the Millard Public School District are screening tests for vision and hearing. Hearing tests are given to students in pre-school, kindergarten, first, second, seventh, and tenth grades, and to new students and those who have had previous hearing losses. Vision screening is done each year in all pre-school through 4<sup>th</sup> grade, 7<sup>th</sup>, and 10<sup>th</sup> grades, except for those students who have evidence of having been screened for vision and hearing within the preceding six (6) months. Dental screenings are completed each year at all pre-school through 4<sup>th</sup> grade, 7<sup>th</sup>, and 10<sup>th</sup> grades, except for those students who have evidence of having been seen by a dentist within the preceding six (6) months.

None of these routine health screenings are intended to replace regular physical examinations by a medical specialist. Parents/guardians are notified if the screenings indicate the potential for any type of problem. School personnel do not diagnose health problems. If health problems are detected, parents/guardians are then encouraged to consult their family medical specialist, but the schools cannot assume the cost of the medical specialist's examination.

Parents/guardians are asked to inform the school of any changes in a student's general health or physical limitations. This information will be helpful to school personnel in working with the student.

If a student has a temperature of 100.4 degrees or higher, parents/guardians will be contacted. The student will be sent home as soon as proper arrangements can be made. Students will be excluded from school for the following conditions: contagious or infectious disease, including chicken pox, measles and mumps; pink eye; suspicious rash; vomiting, diarrhea, seizure activity, skin eruptions or live head lice. Students may not return to school until they are fever free for twenty-four (24) hours and/or bring a doctor's note granting permission to return, or until all evidence of the condition is gone.

### **PHYSICAL EXAMINATION, IMMUNIZATION AND INSPECTION**

- I. **Physical Examination.** Prior to the entrance of any student into kindergarten and the seventh grade or, in the case of a transfer from out of state to any other grade in any District school, the parents/guardians must submit written evidence of a physical examination of the student by a physician, physician assistant, D.O., or advanced practice registered nurse.
  - A. The physical examination must have been performed within six (6) months of the date of enrollment. FOR 7<sup>th</sup> GRADE ONLY, if the student is participating in sports the physical must be completed after May 1<sup>st</sup>. FOR 6<sup>th</sup> GRADE ONLY, if the student is participating in cross country a sports physical must be completed after May 1<sup>st</sup>.
  - B. The cost of such physical examination is to be assumed by the parents/guardians of each child examined.
  - C. No physical examination shall be required of any student whose parents/guardians object in writing.
  - D. In accordance with Nebraska Revised Statute 79-214, all kindergartners and out of state transfer students are required to have an eye exam by a Physician, PA, D.O., APRN, Ophthalmologist or Optometrist within six months prior to admission. The eye exam can be done at your doctor's office at the same time as your child's school physical.
  
- II. **Immunization.** In accordance with Neb. Rev. Stat. 79-219, all students are required to be protected by immunization against measles/mumps/rubella (MMR), varicella, poliomyelitis (Polio), diphtheria (D), pertussis (P), tetanus (T), and Hepatitis B prior to enrollment and in accordance with the immunization standards prescribed in Title 173, Nebraska Administrative Code, and Chapter 3-007. FOR 7<sup>th</sup> GRADE ONLY, 1 dose of Tdap (must contain Pertussis Booster.) The Tdap may be done any time after 10 or 11 years of age depending on which brand of vaccine is received.
  - A. Any student who does not comply with this provision shall not be permitted to continue in school until the student complies unless the student falls within the two exceptions stated below in paragraph C.
  - B. Unless exempted by state law, the cost of such immunization shall be done by the parents/guardians of each student who is immunized or by the Department of Health and Human Services for those students whose parents/guardians are unable to meet such cost.
  - C. Immunizations shall not be required for enrollment if either of the following is submitted to the District:
    1. A statement signed by a physician, physician assistant, or advanced practice registered nurse stating that, in the health care provider's opinion, the immunizations required would be injurious to the health and well-being of the student or any member of the student's family or household; or
    2. A notarized affidavit signed by the student or, if the student is a minor, by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that immunization conflicts with the personal and sincerely followed religious beliefs of the student.
    3. The physician's statement or affidavit shall be kept in the student's cumulative file.
  - D. A student may be provisionally enrolled in the District in the following circumstances:
    1. The student has begun the immunizations required by state law and the student is receiving the necessary immunizations as rapidly as is medically feasible and in accordance with the requirements of Title 173, Nebraska Administrative Code, Chapter 3-009.02; or
    2. The student is the child or legal ward of an active member of the military services of the United States or of his or her spouse, and the student is enrolling in the District following residence in another state or in a foreign country, and the parents/guardians of the student provide the District

with a signed written statement certifying that the student has completed the immunizations required by state law. The student's parents/guardians must thereafter provide the District with written evidence that the student has completed the immunizations required by state law, and if such written evidence is not provided to the District within sixty (60) days of the date of the provisional enrollment, then the student shall not thereafter be permitted to continue in school until such written evidence of compliance is provided.

- III. Required Evidence of Immunization. For the purposes of compliance with the immunization requirements of state law, the student's parents/guardians shall be required to present to the District the following evidence of immunization:
- A. An immunization history containing the name of the vaccine, the month and year of administration (the month, day, and year for MMR vaccine), the name of the health practitioner, the agency where the immunization was obtained, and the signature of the physician, parent, guardian, or of such other person maintaining the immunization history of the student, verifying that the student has received these vaccines; or
  - B. Laboratory evidence of circulating antibodies for measles, mumps, or rubella shall constitute evidence of immunity against those diseases provided the following information is supplied: name of test, test result, test date, signature of laboratory technician performing the test or of the laboratory director, and date of signature.
  - C. For purposes of compliance with this Rule, clinical history of measles, mumps, or rubella without laboratory or epidemiologic confirmation does not constitute evidence of immunity. Epidemiologic confirmation of a diagnosis means that the clinical history of measles, mumps, or rubella is corroborated by association with laboratory proven case(s) and that such epidemiologic case(s) have been reported to and counted by the Department of Health and Human Services.
- IV. Inspection. Qualified District personnel shall separately inspect District students to ascertain if any student is suffering from defective sight or hearing, dental defects, or other conditions as prescribed by the Department of Health and Human Services Regulation and Licensure.
- A. If such inspection determines that any student has such condition, the District shall notify the parents/guardians in writing of the condition and explain the necessity of professional attendance or professional assistance for such student.
  - B. When a student apparently shows symptoms of any contagious or infectious disease, such student shall be sent home immediately, or as soon as safe and proper transportation can be found, and the District's Director of Student Services shall be notified immediately.
  - C. No student shall be compelled to submit to a physical examination other than the District inspection over the written objection of the student's parents/guardians, delivered to the District. Such objection shall not exempt the student from the state's quarantine laws nor prohibit an examination for infectious or contagious diseases.
  - D. The District's inspections shall be conducted during the first quarter of each school year for students currently in attendance. Thereafter, as students enter the District during the year, such inspections shall be made immediately upon their entrance.
- V. Parental Notification and Opportunity to Opt out of Participation. Pursuant to the Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h, the District shall provide reasonable notice directly to the parents and guardians of students enrolled in District schools, of the specific or approximate dates of any non-emergency invasive physical examination or screening that is required as a condition of attendance and administered by the District and scheduled in advance, and which is not necessary to protect the immediate health and safety of the student or other students.
- A. An invasive physical examination is any medical examination that involves the exposure of private body parts, or any act during such an examination which includes incision, insertion, or injection into the body, but does not include a hearing, vision, dental, or any physical examination or screening permitted or required by State law.
  - B. Parents, guardians, and students who are eighteen (18) years old or emancipated under State law, may opt out of participation in any such invasive physical examination by providing the District with a signed written statement which declines participation in any such invasive physical examination.

- VI. Physical Examinations for Student Athletes. Students participating in activities sponsored by the Nebraska Schools Activities Association athletics, cheerleading, or dance team, shall obtain a physical examination by a physician after May 1<sup>st</sup>, and shall submit the same to the District prior to participation.
- A. The requirement of obtaining and submission of a physical examination will be in force each year a student participates in student athletics.
  - B. Student athletes must also be covered by accident insurance prior to participation on any team. Student athletes may be eligible to purchase insurance through the “Kids Connection” program made available by the Nebraska Health and Human Services System. Insurance through “Kids Connection” is available for families whose income is 185 percent of the federal poverty level or below. Applications are available at all school offices and also the Student Services Department in the Don Stroh Administration Center. Student athletes who are not eligible for insurance through the “Kids Connection” program are eligible to purchase insurance made available by the District insurance program, “K-12 Student Accident Insurance” at [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com).
- VII. Definitions.
- A. Student Athletics. Student athletics shall mean extracurricular school sponsored competitive interscholastic sports.
  - B. Physician. Physician shall mean individuals who are licensed by the Department of Health and Human Services Regulation and Licensure such as:
    1. Medical Doctors (M.D.) who practice medicine and/or surgery; or
    2. Osteopathic Physicians (D.O.) who are also authorized to prescribe medications.
  - C. Physician Assistant. Physician assistant shall mean individuals who are licensed under Neb. Rev. Stat. Sections 71-1, 107.15 through 71-1, 107.30 to perform medical services under the supervision of a licensed physician.
  - D. Advanced Practice Registered Nurse (APRN). Advanced Practice Registered Nurse shall mean individuals who are licensed and practicing under and in accordance with the Advanced Practice Registered Nurse Act.

### **Possession and Use of Medication**

- I. General Statement. Prescribed medication shall not be brought to school unless the written directions of a physician, physician assistant, or advanced practice registered nurse state that the prescribed medication must be taken during school hours or during school activities.
- II. Rules for all Medications.
  - A. Preschool, Elementary and Middle School Levels. The following rules shall apply to the use, application, and transportation of all medications at the preschool, elementary school, and middle school levels.
    1. Non-Prescribed Medication. A written authorization must be signed by the student's parents or guardian and filed with the school nurse or principal permitting the use of non-prescribed medication. Elementary students must turn in cough drops/lozenges to the school nurse. Middle school students may carry cough drops/lozenges with a parent permission note.
    2. Prescribed Medication. The student or the student's parents or guardian must provide the school nurse or principal with a written order of a physician, physician assistant, or advanced practice registered nurse that prescribes the type and amount of medication. A current prescription label will satisfy the requirements of this paragraph. In addition, a written authorization permitting the use of medication must be signed by the student's parents or guardian and filed with the school nurse or principal.
    3. Taking of Non-Prescribed and Prescribed Medication. The ingestion, taking, or application of non-prescribed and prescribed medications, including nebulizers, shall be performed under the direct supervision and observation of the school nurse, principal, or principal's designee, who shall have successfully completed a District competency assessment pursuant to the Medication Aide Act and applicable state rules and regulations, will be administered as directed on the manufacturer's label, as directed by the student's physician, physician assistant, or advanced practice registered nurse. The health professional or paraprofessional may assist a student with eye drops or ear drops if the school nurse or health room paraprofessional deems it appropriate or the student is unable to effectively administer such. If the student's parents or guardian have given written authorization, students will be allowed to possess and/or ingest glucose tablets as needed anywhere on school grounds.

4. Homeopathic Substances, Herbs, and Vitamins. Homeopathic substances, herbs, and vitamins shall not be administered by school staff unless prescribed by a physician, physician assistant, or advanced practice registered nurse and dispensed by a pharmacist or other person authorized by law. Homeopathic substances, herbs and vitamins, whether prescribed or non-prescribed, shall be subject to the same restrictions and requirements as prescribed medications.
  5. Transporting Medications to and from School.
    - a. Preschool and Elementary Schools. In the preschool and elementary schools, students shall not be allowed to transport non-prescribed or prescribed medications to and from school with the exception of glucose tablets. Elementary school students may possess and use inhalers according to the provisions of Section II (E.1). Non-prescribed or prescribed medications must be transported by the student's parents or guardian or by an adult designated in writing by the parents or guardian, and must be delivered to the school nurse, principal, or the principal's designee.
    - b. Middle School. Middle school students will not be allowed to transport prescribed medications to and from school with the exception of glucose tablets. Middle school students may possess and use inhalers according to the provisions of Section II (E.1). Prescribed medications must be transported by the student's parents or guardian or by an adult designated in writing by the parents or guardian. Non-prescribed medications may be transported by middle school students to and from school but must be delivered to the school nurse, principal, or the principal's designee.
- B. High School. The following rules shall apply to the use and application of medications at the high school level.
1. Non-Prescribed Medication. No written authorization shall be required for non-prescribed medication. However, if a teacher, principal or school nurse observes frequent or inappropriate use by a student of non-prescribed medication, the school may require the following:
    - a. Written authorization by the student's parents or guardian permitting the possession and use of the non-prescribed medication; and/or
    - b. A written statement signed by a physician, physician assistant, or advanced practice registered nurse permitting the use of the non-prescribed medication.
  2. Prescribed Medication. If prescribed medication is to be ingested, taken or applied, the following shall be required:
    - a. The medication shall be delivered in the original packaging to the school nurse, principal, or principal's designee;
    - b. A written authorization signed by the student's parents or guardian permitting the possession and use of the medication shall be filed with the school nurse or principal;
    - c. The school nurse or principal shall be provided with the written order of a physician, physician assistant, or advanced practice registered nurse prescribing the medication, and its dosage; and
    - d. The ingestion, taking or application of prescribed medication, including nebulizers, shall be performed under the direct supervision and observation of the school nurse, principal, or principal's designee, who shall have successfully completed a District competency assessment pursuant to the Medication Aide Act and applicable state rules and regulations, and as directed by the physician, physician assistant, or advanced practice registered nurse. If the student's parents or guardian have given written authorization, students will be allowed to possess and/or ingest glucose tablets as needed anywhere on school grounds and to possess and administer inhalers according to the provisions of Section II (E.1).
  3. Homeopathic Substances, Herbs, and Vitamins. Homeopathic substances, herbs, and vitamins shall not be administered by school staff unless prescribed by a physician, physician assistant, or advanced practice registered nurse and dispensed by a pharmacist or other person authorized by law. Homeopathic substances, herbs and vitamins, whether prescribed or non-prescribed, shall be subject to the same restrictions and requirements as prescribed medications.
  4. Transporting Medications to and from School.

- a. High school students will be allowed to transport prescribed medications to and from school. Prescribed medications must be transported directly to the nurse's office with parental notification and instruction. High school students may possess and use inhalers according to the provisions of Section II (E.1).
- C. Administration of Injections. Only school nurses and school personnel who have been trained to administer the Epi-Pen or Glucagon and are giving injections in emergency life-saving situations may administer injections at school.
1. Glucagon Injections. If a student requires administration of Glucagon in an emergency diabetic attack, school personnel will call 911. The Glucagon will be provided by the student's parents or guardian. School personnel other than the school nurse may administer Glucagon injections only in emergency situations if they are trained by qualified personnel.
  2. Epi-pen Injections. Students may use/carry Epi-Pens without supervision or monitoring by the school nurse or principal. The Epi-Pen must be a prescribed medication and the school nurse or principal shall have received written permission from the student's parents or guardian as well as a physician, physician assistant, or advanced practice registered nurse. All other Emergency Epi-Pen injections that are given in response to an emergency should be given by a school nurse if available. Emergency medical personnel and the student's parents or guardian shall be called.
  3. Other Injections. If a student requires any injections during the school day, students may administer injections in the nurse's office or in an area designated by the principal or the principal's designee. Parents may request that a school nurse administer injections if the student is incapable of self-administration. Parents shall submit requests to the Director of Student Services.
- D. Record Keeping.
1. Authorization and Medical Directions File. The school nurse, principal, or principal's designee for each school shall keep a file which shall contain the following:
    - a. All authorizations required under this Rule;
    - b. All orders or instructions from a physician, physician assistant or advanced practice registered nurse;
    - c. The dates that authorizations and/or orders of a physician, physician assistant, or advanced practice registered nurse are received; and
    - d. The date that medication is delivered to the nurse, principal, or principal's designee.
  2. Daily Medication Documentation. In each school, a daily medication log shall be kept which shall contain the following:
    - a. The student's name;
    - b. The type of medication the student is authorized to have;
    - c. The dosage or directions for ingestion, taking, or application of the medication;
    - d. The name of the person supervising the student who is taking the medication;
    - e. The time the medication is administered; and
    - f. Any refusal by the student to take and/or receive the medication.
- E. Medical Information to be Provided to the District.
1. Medical Allergies, Seizures, and Susceptibility to Illness. If a student is either allergic to a certain medication or is prone to seizure or other illness, the student's parents, guardian, physician, physician assistant, or advanced practice registered nurse shall provide the District, in writing, with the following information on or by the first day of school:
    - a. The name of the medications to which the student is allergic;
    - b. The serious illnesses to which the student is susceptible; and
    - c. If the student is susceptible to an illness, what steps are to be taken by school personnel in the event the illness occurs.



2. Injections for Medical Emergencies. If a student is required to receive an injection for a medical emergency, the student's parents, guardian, physician, physician assistant, or advanced practice registered nurse shall notify the school, in writing, and provide the following information on or by the first day of school:
  - a. The name of the medication, its dosage, and
  - b. The method of administration (subcutaneous, intramuscular, intravenous, etc.).

F. Miscellaneous Provisions.

1. Inhalers. Students may use/carry inhalers without supervision or monitoring by the school nurse or principal. The inhaler must be a prescribed medication and the school nurse or principal shall have received written permission from the student's parents or guardian as well as a physician, physician assistant, D.O., or advanced practice registered nurse. This statement shall also include directions of appropriate inhaler usage. If school personnel observe a student using an inhaler in excess of the directions on the inhaler or with a frequency which would be considered unreasonable, it shall be reported to the school nurse or principal in which case the student's use of the inhaler shall be supervised by the school nurse or principal.
2. Containers. All medication shall be kept in its original container with its original label which describes the ingredients of the contents, recommended dosage, and appropriate warnings. The label must be legible and be written in English, or provide English translations.
3. Custody, Storage, and Disposal. All medication delivered to the school nurse or principal shall be stored in a container or refrigerator in the nurse's office, principal's office, or other area designated by the school principal. The storage area shall either be locked or under the control of a designated school employee. All prescription medication must be picked up before the last day of school. Any medication left behind will be discarded.
4. Quantity. No more than a thirty (30) day supply of prescribed medication shall be provided and delivered to the school by the student, student's parents or guardian, unless there is a written order by a physician, physician assistant, or advanced practice registered nurse requiring a greater supply.
5. Transfer to Other Students. Students are prohibited from transferring, delivering, or receiving any medication to or from other students. Violation of this subsection will authorize the confiscation of the medication by the District, and subject the students to discipline.
6. Finger Stick Blood Test. Students who have been taught finger stick blood tests shall follow those procedures that they have been taught. Parents of students who have diabetes, and students who have diabetes, should notify the school nurse or principal at the beginning of the school year that the student is diabetic, and should provide the school nurse or principal with all information required under this Rule. Students may administer the finger stick blood test in the nurse's office or any other area.

III. Student Discipline. If a student violates a provision of the rules for medication, the student shall be subject to discipline.

- A. In addition, where appropriate, the following people shall be immediately notified of a violation of this Rule:
  1. The school nurse, principal, or principal's designee;
  2. The student's parents or guardian; and
  3. The physician, physician assistant or advanced practice registered nurse prescribing the medication if deemed necessary.
- B. While notifications are being given, the student shall remain in the custody of the school nurse, principal, or principal's designee until necessary notifications have been made and until actions have been taken to eliminate any possible threat to the student or other students.

1. If medications have been improperly dispensed or ingested by the student or other students, the student's physician, physician assistant, or advanced practice registered nurse shall be requested to give the proper medical directions to be followed by the school staff. Unless otherwise directed by the physician, physician assistant, or advanced practice registered nurse, the school nurse, and principal or principal's designee shall determine what action if any shall be followed to insure the student(s)' safety.
2. If the physician, physician assistant, or advanced practice registered nurse cannot be reached and the school nurse or principal determines that an emergency exists, emergency medical personnel shall be immediately called. The parents or guardian shall be notified of any action being taken.

### III. Definitions.

- A. Emergency medical personnel. Emergency medical personnel shall mean medical personnel that can respond to a medical emergency.
- B. Medication. Medication shall be broadly defined and shall include:
  1. All prescribed medications, over the counter and other non-prescribed medications, and all chemical substances, compounds, homeopathic substances, herbs, vitamins, and/or devices, which purport to aid in a person's health or well-being or are intended for use in the diagnoses, cure, mitigation, treatment, or prevention of diseases, or are intended to affect the structure or any function of the body; and
  2. Any device, instrument, apparatus, implement, machine, contrivance, implant, or other similar or related article, including any component part or accessory, which is prescribed by a physician, physician assistant, or advanced practice registered nurse and dispensed by a pharmacist or other person authorized by law.
- C. Physician. Physician shall mean individuals who are licensed by the Department of Health and Human Services Regulations and Licensure as:
  1. Medical Doctors (M.D.) who practice medicine and/or surgery; or
  2. Osteopathic Physicians (D.O.) who are also authorized to prescribe medications.
- D. Advanced practice registered nurse. Advanced practice registered nurse shall mean individuals who are licensed and practicing under and in accordance with the Advanced Practice Registered Nurse Act.
- E. Physician assistant. Physician assistant shall mean individuals who are licensed under Neb. Rev. Stat. §§ 38-2046 through 38-2055 to perform medical services under the supervision of a licensed physician.
- F. Qualified personnel. Shall mean people who have met an educational or legal requirement necessary to administer emergency injections.

### **Pandemic Plan**

According to the World Health Organization (WHO): "An influenza pandemic occurs when a new influenza virus appears against which the human population has no immunity, resulting in several simultaneous epidemics worldwide with enormous numbers of deaths and illness. With the increase in global transport and communications, as well as urbanization and overcrowded conditions, epidemics due to the new influenza virus are likely to quickly take hold around the world."

It is important to note that there are numerous variables pertaining to pandemics that cannot be determined. However, the Millard Public Schools Pandemic Plan includes a system to assist in managing the impact of an influenza pandemic, if one should transpire. The plan focuses on two main strategies which include, sustaining educational functions and reducing the spread of the virus within school facilities. Communication to schools from external sources regarding a pandemic virus and internal communications within the school are also addressed.

## **Accidents**

In case of an accident at school, the student will be made comfortable and not moved until attended by District personnel who have been trained in first aid. The principal or the school health professional will be notified. Emergency first aid will be administered by District personnel who have been trained in first aid, and parent(s) or guardian(s) will be notified. If the school is unable to reach a parent/guardian, emergency phone numbers will be used. 911 will be called immediately when in the judgment of the principal, the school nurse, or a staff member trained in first aid, determines the injury requires the attention of emergency medical personnel. District personnel will remain with the student whenever practical until relieved or excused by emergency medical personnel. Emergency medical personnel are dispatched by city or county officials according to the location of the school, and are usually required to take patients to the nearest hospital. The schools have no control over these decisions. Law enforcement officials will be notified, if deemed appropriate and in all cases involving injury caused by vehicles.

## **Asthma/Severe Allergy Action Plan**

- A. Increasingly, asthma is becoming a medical condition that is affecting students at school. With no prior notice, life-threatening asthma attacks or systemic allergic reactions (anaphylaxis) that leave only minutes to save a life could necessitate an emergency response by school personnel. To maximize the chances that such an emergency response will result in full recovery, trained designated school personnel will follow the Asthma/Anaphylaxis Intervention, Resources and Education (AIRE) Nebraska procedures.
- B. A Student Asthma/Allergy Action Plan Form must be completed and signed by a physician, physician assistant, or advanced practice registered nurse. The Action Plan Form must also be signed by a parent. The Action Plan Form will provide information about the severity of the asthma condition, medication needed, and what triggers attacks.
- C. Epi-pens and nebulized Albuterol can be administered in emergency conditions to students in life-threatening situations by approved staff members who have been trained to administer these drugs. Emergency supplies may not be used for routine medication purposes. 911 will be called with the administration of an Epi-pen.
- D. Epi-Pens and nebulizers for emergency use will be distributed to every school within the District. Each District school will have Epi-Pens and nebulizers readily accessible in the health room or other designated area; these medications will be secured in a manner approved by the Director of Student Services to prevent unauthorized access.
- E. Standing orders for District emergency supplies of Epi-Pens and albuterol will be signed by at least one (1) physician from the District's Medical Advisory Committee.
- F. Selected school personnel will be trained by qualified personnel to administer emergency nebulized albuterol and Epi-Pen injections under the supervision of the registered school nurse.
- G. Parents, guardians, and emancipated students will be notified on the District's Emergency Health Form that Epi-Pens and nebulizers may be administered to students for life-saving purposes.
- H. If parents, guardians, and emancipated students are aware of any medical condition that causes an Epi-Pen or nebulizer to be dangerous to a student, they should indicate on the Emergency Health Form the exact nature of the danger, and provide the District with the name and address of the medical provider who has made this determination.

## **Homemade Foods**

All food brought into the District for classroom use (i.e. parties, birthdays, general treats, etc.) must be store bought, unopened, and include an ingredient label on the package. However, some course curriculums may include projects that involve Student or Parent prepared foods made at home. In order to help ensure student health and safety please consult school administration for approval.

## Diabetes

- I. Planning and Communication
  - A. The parent(s)/guardian(s) will complete the Health Emergency form indicating the student is diabetic.
  - B. A meeting will be held with the parent(s)/guardian(s), school nurse, health paraprofessional, the teacher(s), the student and any other staff deemed appropriate:
    1. To identify the health care services the student may receive at school relating to such condition.
    2. Share information provided by the physician.
    3. Review the physician's instructions.
    4. Determine any specific procedures unique to that student.
    5. Discuss parental/staff concerns.
    6. Decide which basic care procedures the parent will assume responsibility for and which procedures school personnel will be responsible.
    7. Develop a care plan, and distribute copies to parents and staff.
    8. Discuss training requirements.
  
- II. Treatment and Management
  - A. Parents are responsible to provide the schools with diabetic supplies except for the sharps container that will be supplied by the District.
  - B. Students may carry their diabetic testing kits (must be in an enclosed case) with them at school.
  - C. Finger Stick Blood Test. Students who have been taught finger stick blood tests shall follow those procedures that they have been taught. Parents of students who have diabetes, and students who have diabetes, should notify the school nurse or principal at the beginning of the school year that the student is diabetic, and should provide the school nurse or principal with all information required under this Rule. Students may administer the finger stick blood test in the nurse's office or any other area.
  - D. Students may perform the finger stick test in the classroom. The parent(s)/guardian(s) must notify the school in writing if they wish the student to test in the classroom. Procedures for testing in the classroom:
    1. A specific place will be designated in the classroom by the principal.
    2. A sharps container will be provided by the school and kept locked away by the teacher when not in use.
    3. The student is responsible for disposal of sharps and test strips in the sharps container.
    4. The meter kit is to be closed and put away when not in use and the testing area will be clean of contaminants.
    5. The principal will inform parents if the student repeatedly violates procedures, and if necessary, suspend classroom-testing privileges.
  - E. Students who self-manage diabetic care without the oversight of the school nurse shall be responsible for communicating test results to parent(s)/guardian(s). Treatment based on results is to be determined by students and parent(s)/guardian(s).
  - F. The school and its employees and agents are not liable for any injury or death arising from a student's self-management of his or her diabetic condition.
  - G. Snacks in the classroom.
    1. Students will have the option to bring peanut-safe snacks and consume them in the classroom.
    2. Students will not be required to bring or consume snacks if it interferes with the student's established diabetic care routines.
  - H. Diabetic children who use school transportation.
    1. The parent(s)/guardian(s) will inform the bus driver that their child has diabetes.
    2. The parent(s)/guardian(s) will give the bus driver a packet that includes information on diabetes in general and specifically includes signs and symptoms. They will also furnish snacks if needed.
  - I. Diabetic students on field trips.
    1. No student will be prohibited from going on a field trip because of diabetes.
    2. Personnel trained in the student's diabetic care will accompany the student if the parent cannot.

3. The parent(s)/guardian(s) is responsible for providing the glucagon medication if it is needed.
4. The parent(s)/guardian(s) may give written permission for the student to go on a field trip without glucagon.
5. The parent(s)/guardian(s) or other person deemed appropriate is encouraged to accompany their diabetic student on a field trip.
6. The care plan must specify how field trips will be handled.

J. Insulin Injections.

1. Insulin injections should not be given around other students.
2. The administration of insulin injections is managed by the school nurse and communicated to the building principal.

K. Glucose Tablets.

1. Students may carry and take glucose tablets anywhere in school if the parent has provided written permission for the student to do so.

L. Insulin Pumps.

1. Training and materials on insulin pumps will be provided at the initial meeting with staff and parent(s)/guardian(s).
2. Teachers should be informed that the student has an insulin pump.
3. Students will be allowed to maintain the insulin pump in the classroom, if needed.

III. After School Activities

A. The parent(s)/guardian(s) are responsible for management of the student's diabetes during after-school activities.

B. Activity sponsors and coaches will be informed of diabetic students who are participating in their after-school activity. The parent(s)/guardian(s) will provide the care plan to sponsors/coaches. If needed, the sponsor/coach or trainer will hold testing kits and other necessary supplies for diabetic students.

**Automated External Defibrillators**

Cardiac arrest is always a threat for students, staff, or visitors to our schools and when it occurs, can leave only minutes to save a life. To maximize the chances that emergency response will result in full recovery, Automated External Defibrillators (AEDs) will be placed in each school, and trained designated school personnel will use AEDs according to procedures that have been approved by the Director of Student Services or designee. AEDs will not be taken on field trips or other activities away from the school building unless an extra AED is solely dedicated for that purpose, the AEDs absence does not affect coverage at school, and the AED is under the constant direct supervision of a staff member trained in its use.

**Head Lice Alert**

Millions of American school children will have head lice sometime this year. Since this is a definite concern among parents/guardians, the following facts are presented.

Head lice are small but annoying insects, which spend most of their approximate two-month life span on a person's scalp. Itching is the most common symptom of lice infestation. The best way to confirm a lice infestation is to look for nits (lice eggs, which are teardrop in shape and about 1/32 of an inch long). Close examination of the hair, especially at the nape of the neck and above the ears, may reveal the small grayish-white eggs. Each egg is attached to a hair shaft a short distance from the scalp. These nits can sometimes be mistaken for dandruff. However, nits cannot easily be brushed away like dandruff because lice attach nits to the hair shafts with a waterproof like substance.

Although head lice infestation is normally not considered a serious medical condition, it is a nuisance that can be very upsetting, causing undue anxieties for many families. Head lice can happen to anyone, it is not a sign of having poor health habits or being dirty.

Proper treatment is most effective in ridding head lice from the scalp. If lice/nits are found/suspected by a parent in their child's hair, the parent is encouraged to contact their family physician or pharmacist for treatment at their expense.

Students who have live head lice will be sent home until live head lice are eliminated. Upon returning to school, students will be inspected by the health room staff to insure that live head lice do not remain. Students must be nit free before returning to school after having been sent home for the third time for live head lice infestation.

### **School Health Rooms Provide Limited Services**

All of the District's schools include a health room through which limited health services are provided. Primary services include maintenance of students' health records; vision, hearing, dental and minor first aid services. Students who must take prescription medications at school are also monitored through the health rooms. Health room personnel check to ensure students are vaccinated and that parent's obtain the physical examinations for students as required by state law or that they sign waivers indicating they do not want their students examined. Most days health rooms are staffed by paraprofessionals who have received certified First Aid training, asthma/ anaphylaxis and CPR/AED training. Most of these paraprofessionals have clerical duties in addition to their health room responsibilities. A registered nurse generally spends one (1) day a week in each elementary school, three (3) days a week in each middle school, and every day in each high school to provide supervision of the health services provided.

Health room staff does not diagnose diseases or illnesses, but they do report signs and symptoms of health problems to parents and encourage them to have their children seen by their own family health care providers for diagnosis and treatment. Please remember, the health room is not meant to be used in place of family health care providers.

### **Child Health & Welfare Reporting**

According to law, school employees and all other persons are required to notify Child Protective Services and law enforcement officials if they believe a student has been subjected to abuse or neglect. The school cooperates in the investigation of such cases.

### **Student Health Insurance**

A law passed in 1998 requires that schools provide "Kids Connection" information to all families in the school district. This program which is governed by the Department of Health and Human Services provides eligible students, who are uninsured, health care coverage. Health care through "Kids Connection" will be available for families whose income is 185 percent of the federal poverty level or below. The program is designed to provide routine, preventive health care and basic hospitalization of students needing coverage. For students who are not eligible for insurance through the "Kids Connection" program, the District has a group pupil accident insurance plan available for purchase through, "K-12 Student Accident Insurance" at [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com).

## **STUDENT TRANSFER**

### **K-12 Transfer of Students Within the District**

**5110.1**

#### **I. K-12 Within-District Transfers**

- A. A parent of a Kindergarten through twelfth grade student who is currently enrolled in the District may submit a request to have his/her student attend a different school or special program during the current or next school year. Such requests shall be made in accordance with the following procedures.

#### **II. Student Eligibility for Within-District Transfers**

- A. Any K-12 student whose parents reside in the District attendance area.
- B. Any K-12 student who is currently attending the District under Option Enrollment.
- C. Any K-12 student who has been accepted into a specific building under the Open Enrollment

provision as long as the request is for the subsequent year in which enrollment was granted.

### III. Limitations and Restrictions on Student Eligibility

- A. Students will not be allowed to transfer to another school during suspension or expulsion. A student's disciplinary record will be considered and students with extensive disciplinary records will not be considered for transfer unless it is determined to be in the best interests of the student or the school.
- B. The within-district transfer policy will not apply to or alter a student's mandatory reassignment.
- C. If the student is in a special education program, the approval recommendation of the Director of Special Education will be based upon the student's individualized education program and educational needs; class size; related service needs; transportation arrangements as may be required by law; the allocation of specially trained staff and personnel; facility issues; and the allocation of equipment or materials necessary to provide an appropriate education program.
- D. If the student receives ELL services, the recommendation of the Superintendent or designee will be based upon the student's educational needs and the allocation of specially trained staff and personnel.

### IV. Conditions of Transfers

- A. Student Withdrawal from Special Program: Any student approved for a within-district transfer to attend a special program in the District who subsequently withdraws from participation in such program shall have his/her within-district transfer approval revoked. Such student shall be reassigned to the school he/she would have attended if the within-district transfer had not been approved.
- B. Students of parents who move from one school's attendance area to that of another within the District during the school year may continue attending the original school for the remainder of the current school year and start attendance at the assigned school with the commencement of the next school year. If the parents would like the student to remain at the original school to complete the level a Within District Transfer Form is required. Approval of such a Within District Transfer Request will be in accordance with the factors outlined in Sections IX and X of this Rule.
- C. Once a student is transferred to a particular school, the parents need not re-apply unless they want the student to transfer back to the student's home school or to another school at the same level (elementary school, middle school, or high school) in the District.
- D. Within-district transfers are only for the educational level (elementary school, middle school, or high school). As the student moves from elementary in to middle school or from middle school into high school, another within-district transfer must be filed. If not, the student will attend their assigned school.
- E. The Superintendent or designee may reassign a student should it be determined that circumstances justify such reassignment.
- F. Once a transfer is approved, every effort will be made to make the transfer permanent; however, the District reserves the right to reassign transferred students back to their home school.
- G. Unless special safety, health, or program issues are involved, no student will be granted more than one transfer per school year.

### V. Transportation

- A. Transportation for students who transfer within the District must be provided by the student's parents or legal guardian unless as otherwise required by law.

### VI. Within-District Transfer Applications

- A. A Within-District Transfer Request Form should be completed and returned to the Office of Student Services.
- B. Students who desire to attend a special program may be required to complete a Within-District Transfer Form in the event that a program waitlist is necessary.
- C. Only one Within-District Transfer Request Form may be completed at any given time for an

individual student.

VII. Determination of Schools Open to Within-District Transfers

- A. The Superintendent or designee will recommend which schools, programs, grades or classes are to be considered open to within-district transfers.
- B. The Superintendent or designee will base recommendations on available space, curriculum, class size, personnel and staffing requirements, facility issues, the allocation of equipment and materials, and anticipated growth for the school, program, grade, or class.
- C. The Board will approve annually any schools, programs, grades or classes that are to be open to within-district transfers.

VIII. K-12 Within-District Transfer Requests for the Subsequent School Year

A. Application Timeline

- 1. Applications Open: Parents may submit applications for within-district transfers to the Office of Student Services any time after September 1 of the year proceeding the school year in which the transfer would take effect if approved.
- 2. Applications Deadline: Applications for within-district transfers must be delivered by U.S. mail postmarked on or before February 15 of the preceding school year or by personal delivery, received no later than 5:00 p.m. on February 15 of the preceding school year. Applications must be completed by the parent, legal guardian or emancipated minor student.
- 3. The application period for within-district transfers will re-open after the option enrollment application process is completed. Within-district transfer applications will be accepted on a first come-first serve basis.

B. Approval Process

- 1. Applications for within-district transfers will be approved for a specific building or program based upon the order outlined in Section VIII (C) below.
- 2. If requests for within-district transfers exceed capacity, a random drawing in the order outlined in Section VIII (C) below will determine which applications are approved.

C. Order of Approval

- 1. School Attendance Area Students
  - a. Special Programs by Grade
- 2. Other District Resident Students
  - a. Millard Resident Siblings
  - b. Special Programs by Grade
  - c. Regular Program by Grade
- 3. Non-Resident Open Enrollment Students
  - a. Special Programs by Grade
  - b. Regular Program by Grade
- 4. Non-Resident Option Enrollment Students
  - a. Special Programs by Grade
  - b. Regular Program by Grade



- 5. All other Non-Resident Students
  - a. Special Programs by Grade
  - b. Regular Program by Grade
  
- D. Notification to Parents: The District shall notify the parents of the approval or denial of their student's request for within-district transfer on or before March 1 of the preceding school year.
  
- E. Acceptance by Parents: After receiving notification of approval of a within-district transfer, the parent shall accept such transfer in writing by completing the District's enrollment process for the student on or before noon on March 10 (or noon the following Monday if March 10 is on a weekend) of the preceding school year.
  
- IX. K-12 Within-District Transfers for the Current School Year
  - A. Parents may submit applications for within-district transfers for the current school year to the Office of Student Services after the first day of school and prior to January 15 of the current year.
  
  - B. The Superintendent or designee will determine whether the transfer request will be granted or denied after considering the following factors:
    - 1. The reasons for the within-district transfer request.
    - 2. The time of year the transfer request is made.
    - 3. Personnel and staffing requirements, building or program capacity, curriculum, and facility issues affecting the building to which the student wishes to transfer.
    - 4. The student's educational program including, but not limited to, course credits and graduation requirements.
  
  - C. The District shall notify the parents of the approval or denial of their student's request for within-district transfer.
  
- X. Extenuating Circumstances.
  - A. The Superintendent may in his/her discretion allow students to transfer to closed schools when extenuating circumstances warrant.
  
  - B. The Superintendent may in his/her discretion determine that transfer order of approval for certain schools be prioritized for relieving overcrowding.
  
- XI. Special programs shall mean the District's Core Program, Montessori Program, and International Baccalaureate Programmes.

Related Policies and Rules: [5110](#)

Legal Reference: Neb. Rev. Stat. §§79-520 and 26

Rule Approved: October 5, 1992

Revised: January 8, 1996; March 17, 1997; February 16, 1998; September 11, 2000; March 3, 2003; March 6, 2006; January 8, 2007; October 19, 2009; December 7, 2009; January 11, 2010; November 21, 2011; April 16, 2012; June 4, 2012; November 5, 2012; October 20, 2014, November 7, 2016

Reaffirmed: June 1, 2009

## PROFESSIONAL QUALIFICATIONS OF TEACHERS

Parents may, upon request, receive information regarding the professional qualifications of the student's classroom teachers. The following information may be acquired:

- A. Whether the teacher has met state licensing criteria for the grade level(s) and subject area taught.
- B. Whether the teacher is teaching under emergency or provisional status through which state licensing criteria has been waived.
- C. The undergraduate degree major of the teacher, and any graduate certification degree held by the teacher, including the field of discipline of the certification or degree.
- D. If the child is provided services by paraprofessionals, their qualifications.

## REPORTING TO PARENTS/GUARDIANS

**Academic Progress.** Parent notification about unsatisfactory student academic progress is the responsibility of the teacher. The progress report shall reflect the educational growth of the student in relationship to his or her ability and achievement. This responsibility is to be carried out as follows:

- A. At the end of the first four (4) weeks of each quarter or the mid-point of each marking period, parents/guardians of students doing failing or near-failing work are to be notified in writing by the teacher with a copy of this information given to the counselor or principal. For students attending middle schools that operate with hexters, those parents will be notified every three weeks or as determined by the building principal.
- B. At least two (2) weeks before the end of each marking period if failing or near failing work persists, the teacher should again give written notice to the students' parents/guardians concerning the students' unsatisfactory work with a copy of this information given to the counselor or principal.

Parent-teacher conferences are held at least twice a year. However, parents/guardians should feel free to call their child's teacher or principal for an additional conference at any time during the year. Parents/guardians will be notified of their scheduled conference time. Conferences are designed to inform parents/guardians of their child's progress, and to give parents/guardians an opportunity to ask questions about their child's work and the school program.

**District Assessments.** District assessments are reported to students and parents/guardians according to the District's timeline. By Board policy, achieving mastery levels in reading, math, writing, science and social studies at the high school level are required for graduation.

## STUDENT RECORDS

Parents, guardians, and eligible students have the right to consent to disclosures of student records and personally identifiable information contained in the student's educational records, except to the extent that federal and state statutes and regulations, and District rules, authorize disclosure without consent. Among other things, consent is not required for the release or disclosure to school officials, including District teachers, who have been determined by the District to have legitimate or lawful educational interests, including the educational interests of the student for whom consent would otherwise be required. Legitimate educational interests are either a direct involvement whether for reasons of testing, analyzing, teaching, disciplining, evaluating or similar involvement in the education of the student or that a school has to review and educational record in order to fulfill his or her duties. The District and/or the school has request and release forms available for use by parents, guardians, and eligible students.

Both parents (including the non-custodial parent) have the right of access to and copying of their child's student records unless the District has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes such rights. To obtain access to a student's records, the following procedures must be followed:

- A. A written request or release form must be obtained and submitted to the building principal or principal's designee.
- B. The requested records shall be made available within forty-five (45) days of receipt of the request unless the request is denied.
- C. Within five (5) school days of receipt of the request, the principal or principal's designee shall notify the person making the request of the time and place for compliance with the request.

- D. Access shall be provided during regular business hours of the school day.
- E. A record of access shall be maintained and kept with the student's records and made available only to the student's parents/guardians and eligible student, to the school official and the school official's assistants who are responsible for the custody of such records, or other persons authorized by applicable law. Such record shall identify the party requesting or obtaining access to the student's records, and the legitimate or lawful interest that each such person, agency, or organization has in obtaining this information. Access by District personnel who have a legitimate educational interest in the record need not be recorded.

Students Attaining Age Eighteen or Postsecondary Enrollment. Once a student has attained eighteen (18) years of age or is attending an institution of postsecondary education, the permission and/or consent required of and the rights accorded to the student's parents/guardians shall be accorded to the student. If the student is disabled, the type and severity of the disability shall be taken into consideration before these rights are granted to the student.

Academic and Disciplinary Matters. All student records shall be maintained in a manner which separates academic and disciplinary matters. Disciplinary materials shall be removed and destroyed after a student's continuous absence from the District for a period of three (3) years unless otherwise provided for by applicable law. Nothing in this Rule shall prohibit the District from including appropriate information in the disciplinary record of any student concerning disciplinary action against such student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community; or disclosing such information to teachers and school officials in other schools who have legitimate educational interests in the behavior of the student.

### **FORWARDING OF RECORDS ON STUDENT TRANSFER**

A copy of the student's files or records shall be provided at no charge, upon request, to any public or private school to which the student transfers.

### **DIRECTORY INFORMATION**

The District may publish in only the manners hereinafter provided, or may make available to the public in response to a request therefor, the categories of personally identifiable information which the District has specifically designated as directory information pursuant to 20 U.S.C. §§ 1232g(a)(5)(A) and (B), without the prior written consent of parents. Such directory information for a student shall not be published and shall not be made available to the public in response to a request therefor, if the student's parents, guardians, or the eligible student him/herself, present to the school principal a written and signed request, not to publish or not to make available to the public in response to a request therefor, such directory information without the parent's, guardian's, or the eligible student's prior consent. The principal must receive the written and signed request by no later than the last Friday in September, preceding the upcoming school year.

- A. The directory information which, pursuant to 20 U.S.C. §§1232g(a)(5)(A) and (B) the District designates for the purpose of making available to the public in response to a request therefor, only includes students' names.
- B. The directory information which, pursuant to 20 U.S.C. §§1232g(a)(5)(A) and (B) the District designates for the purpose of publishing in only the manners hereinafter provided, includes the student's name, address, telephone number, e-mail address, date and place of birth, major field of study, current grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photographs, and other similar information.
- C. The directory information designated in the immediately preceding paragraph may be published by the District in only the following manners:
  - 1. In accordance with District Rule 5710.1 (IV).
  - 2. In District publications and materials, which are associated with District and/or student activities and events, including, but not limited to, yearbooks, annuals, newsletters, newspapers, activity and event programs, community communications, parent communications, student communications, and notices.
  - 3. In District press or media releases.
  - 4. In accordance with District Rule 7305.1(II) (D) regarding web publishing and directory information.
  - 5. To District agents or contractors, or to District-affiliated organizations the purpose of which is to enrich or supplement the educational, instructional, curriculum, or administration programs of the District.
  - 6. To government agencies and other educational institutions.

- D. Military recruiters and institutions of higher education shall be provided on request, with access to secondary school students' names, addresses, and telephone numbers as required by 10 U.S.C. §503c and 20 U.S.C. §7908. A secondary school student's name, address, and telephone number shall not be released to such military recruiters or institutions of higher education, if the student or the parent of the student present to the school principal a written and signed request, not to release such information without their prior written consent. The principal must receive the written and signed request no later than the last Friday in September, proceeding the upcoming school year.

### **RECORD AMENDMENT PROCEDURES**

Parents or eligible students may request a hearing to challenge the content of the student's records in order to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein and to insert into such records a written explanation by the parents regarding the contents of such records. The following procedure shall be followed:

- A. The proposed correction or deletion shall first be presented in writing, to the principal or designee. The principal or designee shall meet with all parties concerned within five (5) school days of the receipt of the request. Within three (3) school days of the meeting, the parties involved shall be notified in writing of the principal's decision, and of the right to a hearing if they disagree.
- B. If the parties involved are dissatisfied with the decision rendered by the principal, they can, within ten (10) school days of receipt of the written decision of the principal, present the challenge to the Superintendent or Superintendent's designee. The Superintendent or Superintendent's designee shall hold a hearing with all parties concerned within five (5) school days of the receipt of the request. The parents or eligible student shall be notified two (2) days prior to the hearing of the date, time, and place of the hearing. The hearing will be conducted by any individual who does not have a direct interest in the outcome of the hearing. All persons attending the hearing will keep confidential the information contained in the student records.
- C. Within three (3) school days following the hearing, the Superintendent or Superintendent's designee shall render a decision and send notice thereof in writing to the parties involved which will comply with the following:
1. If it is determined that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the record will be amended accordingly and the parents or eligible student shall be provided with a copy of the written amendment.
  2. If it is determined that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the parents or eligible student shall be informed of their right to place a statement in the record commenting on the contested information and/or stating why there is disagreement with the Superintendent's decision.

Parents/guardians or eligible students also have a right to reasonable requests for explanations and interpretations of student records.

Federal law permits a parent/guardian or eligible student to file a complaint with the Family Educational Rights and Privacy Act (FERPA) Office concerning alleged failures of the District to comply with the federal regulations governing disclosure of student records. The address of the FERPA Office may be obtained from the office of the Director of Student Services.

Copies of District Policy and Rule regarding student records may be obtained by contacting the office of the Director of Student Services, 5606 South 147th Street, Omaha, NE 68137. Photocopying cost for parents, guardians, or eligible students who desire copies of student records is set by District Rule.

### **RIGHTS OF NON-CUSTODIAL PARENTS TO SCHOOL INFORMATION**

This is a summary of the District's Rule 5730.1, regarding the rights to school information of parents who do not have custody of their children:

#### **School Records**

Non-custodial parents shall have the same right of access to their child's student records and contact with their child as custodial parents unless restricted by District policy or rule or by law or court order. Upon request, non-custodial parents

shall be entitled to exercise all parental rights regarding student records, including the right to request that the records be forwarded to other parties, unless restricted by law or court order.

### **Conferences and Information**

Non-custodial parents shall have the same right as custodial parents to attend regularly scheduled teacher conferences, IEP conferences, and to obtain copies of records of conferences unless the non-custodial parent is restricted by law or court order. If divorced or separated parents request separate teacher conferences, the principal shall have the discretion to grant or deny such a request. Non-custodial parents shall also have the same rights as custodial parents in obtaining general notices such as menus, parent organizations, announcement of teacher conferences, and school pictures.

### **Other Contacts**

During or after the school day or school activity, children will be released only to the custodial parent or to law enforcement officers unless the custodial parent has granted permission for children to be released to someone else.

If custody has not been decided, the student may leave with either parent unless a court order to the contrary has been provided.

**District participation in surveys.** The District will conduct all surveys of students required by law. The District will also participate in surveys of students conducted for educational purposes or which are reasonably related to the same.

**Protections of personal information and student privacy.** No surveys shall be conducted which require the disclosure of personally identifiable information unless the survey is required by law, District Policy, or Board authorization. Survey results shall not disclose personally identifiable information unless such disclosure is required by law, District Policy, or Board authorization.

**Notification and consent.** No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the students or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or which originates outside the District, without the prior written consent of the parent or without the prior consent of the student if the student is an adult or an emancipated minor. The District shall provide for reasonable notice of the adoption or continued use of this Rule directly to the parents of students enrolled in the District at least annually at the beginning of the school year, and within a reasonable time after any substantive change in this Rule. The District shall directly notify the parents of students at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such surveys are scheduled or expected to be scheduled.

**Right to inspect surveys and to opt out.** The parents of District students have the right to inspect any survey before the survey is administered or distributed, including all instructional materials, teacher's manuals, films, tapes, and other supplementary materials which will be used in connection with any such survey. A parent shall be provided reasonable access to a survey within a reasonable period of time after a request to inspect is received. Parents, adult students, and emancipated students, may opt out of participation in any such survey by not providing the required prior consent, or by revoking any previously provided consent.

**Personal information for marketing or sale.** The District does not collect, disclose, or use personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose. The District may engage in the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to:

- A. Students;
- B. Educational institutions, such as college or other post-secondary education recruitment; book clubs, magazines, and program providing access to low-cost literary products;
- C. Curriculum and instructional materials used by elementary and secondary schools;
- D. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (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; and
- E. The sale by students of products or services to raise funds for school-related or education-related activities; or student recognition programs.

## STUDENT FEES

### Curriculum, Instruction, and Assessment Student Fees

6750.1

Pursuant to Policy 6750 and Neb. Rev. Stat. §79-2,135 *et seq.*, the District may, and hereby does, require and collect fees or other funds from or on behalf of District students or require District students to furnish or provide, supplies, equipment, or attire as provided for herein below.

- I. Elementary School Fees:
- A. Extracurricular Activities \*
1. All Clubs: Students pay a fee of up to \$30 (but not to exceed actual cost of conducting the club activities) for membership and activities in each club.
  2. All Clubs: Students pay a fee of up to \$15 (but not to exceed actual cost) for screen-printed club t-shirt.
  3. School will not fund competition beyond the state level.
  4. Choir: Students pay a fee of up to \$15 (but not to exceed actual cost) for screen-printed choir t-shirt.
- B. Special Transportation
1. §79-241 (option enrollment students): n/a.
  2. §79-605 (tuition students): n/a.
  3. §79-611 (students within 4 miles and open enrollment students): n/a.
- C. Copies of Files/Records
1. Students pay 10 cents per page.
- D. Lost/Damaged Property
1. Students pay for repair or replacement cost of property.
- E. Before/After School
1. Mini-Classes: Students pay up to \$60 per class, including materials (6-8 sessions, but not to exceed actual cost).
- F. Summer/Night School \*
1. District Summer School: Students pay up to \$155 (for no more than up to 3 instructional hours per day for 12 days in June).
  2. Building Level Summer School: Students pay up to \$4 per hour, including materials.
- G. Breakfast/Lunch Programs \*
1. Students pay for breakfast (i.e., current cost of breakfast \$1.45).
  2. Students pay for lunch (i.e., current cost of lunch \$2.75).
  3. Students pay for dinner (i.e., current cost of dinner \$2.95).
- H. Non-Specialized Attire
1. PE: Students provide tennis shoes.
  2. Art: Students provide a paint shirt.
- I. Musical Instruments (Optional Courses, Non-Extracurricular) \*
1. Band & Strings: Students provide their own instruments.

\*The requirements marked with an asterisk (\*) may be waived for students who qualify for free or reduced-price lunches.

## II. Middle School Fees:

### A. Extracurricular Activities\*

1. Montessori Immersion Experiences: Students pay up to a total of \$500 (but not to exceed actual cost) for up to four trips.
2. School will not fund competition beyond the state level.
3. Sixth Grade Outdoor Education: Students pay up to \$50.
4. All Clubs: Students pay \$0 to \$140 (not to exceed the cost of conducting club activities) for membership and activities in each club.
5. Athletics: Students pay a \$50 participation fee for football. Students pay a \$40 participation fee for interscholastic sports. Students pay a \$25 participation fee for each intramural sport.
6. All Sports: Students provide elastic waist shorts, t-shirt, socks, shoes and cold weather attire as needed.
7. Football: Students provide appropriate athletic shoes.
8. Volleyball: Students provide appropriate athletic shoes for use indoors only.
9. Basketball: Students provide appropriate athletic shoes for use indoors only.
10. Wrestling: Students provide appropriate athletic shoes for use indoors only.
11. Track: Students provide appropriate athletic shoes.
12. Other Requirements: Students who participate in athletics and/or the Cross Country Club are required to have a sports physical (except for intramural basketball/volleyball) and must be covered by health insurance. Health insurance is available through private carriers, or, for those who qualify, the State of Nebraska.

### B. Spectator Admission / Transportation

1. Students pay an admission fee to activities, not to exceed \$10 per person per event. The site administrator shall determine the admission charges to each "home" middle school event.

### C. Special Transportation

1. §79-241 (option enrollment students): n/a.
2. §79-605 (tuition students): n/a.
3. §79-611 (students within 4 miles and open enrollment students): Transportation for students whose residences are two miles or more from school is provided through Student Transportation of America at \$1.50 per trip (with the balance of the cost paid by the District).

### D. Copies of Files/Records

1. Students pay 10 cents per page.

### E. Before/After School

1. Mini-Classes: Students pay up to \$40 per class, including materials (6-8 sessions, but not to exceed actual cost).

### F. Lost/Damaged Property

1. Students pay for repair or replacement of property.

### G. Summer/Night School \*

1. District Summer School: Students pay up to \$155 (for no more than 3 instructional hours per day for 12 days – one course); \$400 (for 6 instructional hours per day for 12 days – one course); \$134 for mini-courses (no more than 3 instructional hours per day for 4 days for each mini-course.)
2. Middle School After-School Program: Students pay up to \$30 (for up to one hour per day for one week); up to \$60 (for 2 to 3 hours per day for one week).
3. Summer Opportunities instruction for students - no more than \$150 (per opportunity per student).
4. Transition Programs: \$10.

### H. Breakfast/Lunch Programs \*

1. Students pay for breakfast (i.e., current cost of breakfast \$1.65).
2. Students pay for lunch (i.e., current cost of lunch \$2.95). A la carte selections vary in price.

3. Students pay for dinner (i.e., current cost of dinner \$2.95).

I. Non-Specialized Attire

1. PE: Students provide athletic shoes, elastic waist shorts, t-shirt, and cold weather attire as needed.

J. Musical Instruments (Optional, Non-Extracurricular) \*

1. Band & Strings: Students provide their own instruments.

K. Music Items (Extracurricular)\*

1. Swing Choir & Jazz Band: Students provide their own instruments and attire. Required performance attire will not exceed a cost of \$125.

\*The requirements marked with an asterisk (\*) may be waived for students who qualify for free or reduced-price lunches.

III. High School Fees:

A. Extra-Curricular Activity

1. All Clubs: Students pay up to \$800 (not to exceed the cost of conducting club activities) for membership and activities in each club.
2. All Activities: Students pay a \$65 fee for participation in athletics and activities governed by the Nebraska School Activities Association (fee includes an Athletic Admission Ticket for “home” school events). (Journalism, Concert Choir, and Orchestra are excluded.)
3. Curriculum Related Activities (i.e., Marching Band, DECA, SkillsUSA, FCCLA, Debate, Forensics, and FCS): The District does not fund competitive activities for students beyond the state level. After approval from principal or designee, fundraising and/or donations must cover the cost of competition beyond the state level.
4. Graduation Materials: Students purchase selected cap and gown.
5. Drama Club: Students pay \$25 for supplies, materials, and services.
6. Athletics, Cheerleading and Dance: Students are required to have a physical and must be covered by health insurance to participate. (Health insurance is available through private carriers, or, for those who qualify, the State of Nebraska.)
7. All Athletics: Students provide elastic waist shorts, t-shirt, socks, shoes, towels and cold weather attire as needed.
8. Football: Students provide appropriate athletic shoes and practice jersey.
9. Volleyball: Students provide appropriate athletic shoes and knee pads for use indoors only.
10. Basketball: Students provide appropriate athletic shoes for use indoors only and practice jersey.
11. Cross Country: Students provide appropriate athletic shoes.
12. Tennis: Students provide tennis racquet and appropriate athletic shoes and pay indoor court fees up to \$30 per season.
13. Golf: Students provide golf clubs, golf bag, golf balls, and appropriate athletic shoes and pay range or green fees up to \$30 per season.
14. Softball: Students provide softball glove, bat, appropriate athletic shoes, and colored socks.
15. Baseball: Students provide baseball glove, bat, appropriate athletic shoes, and colored socks and pay indoor facilities fees up to \$30 per season.
16. Soccer: Students provide shin guards, appropriate athletic shoes, and colored socks and pay indoor facilities fees up to \$30 per season.
17. Wrestling: Students provide appropriate athletic shoes for use indoors only.
18. Swimming: Students provide swimsuits, towels, goggles and fins.
19. Track: Students provide appropriate athletic shoes.
20. Dance Team/Cheerleading/Show Choir: Students purchase selected uniforms and pay fees to a summer camp.
21. Intramurals: Students pay intramural fees, not to exceed \$25 (per intramural activity, per person), for intramural participation. The site administrator shall determine the fee for each intramural activity.
22. Unified Sports: Students provide appropriate athletic shoes.



- B. Spectator Admission / Transportation
1. Students pay admission fees, not to exceed \$30 (per event, per person), to school activities. The site administrator shall determine the admission charges to each “home” high school event.
  2. Athletic Admission Ticket: Students pay \$40 for admission to all “home” high school athletic events (non-tournament competitions).
- C. Post-Secondary Education
1. Post-Secondary Education .costs: Students .pay the cost of tuition and other fees only associated with obtaining credits from a post-secondary educational institution if the student chooses to apply for post-secondary education credit (i.e., \$37 per credit for courses that require a Metropolitan Community College (MCC) instructor, \$48 per Early College course through MCC, \$250 per course at University of Nebraska-Omaha (UNO). University of Nebraska High School \$200 per five credit course and \$50 administrative fee per course (online classes).
  2. Advanced Placement Exams Fees: Students may pay the cost of each exam (i.e., currently \$94 per exam) pending other available resources.
  3. International Baccalaureate Exams Fees: Students may pay for the cost of exams (i.e., currently approximately \$850 for two years of testing). Students pay IB Registration Fees (currently \$160) pending other available resources.
- D. Special Transportation
1. §79-241 (option enrollment students): n/a.
  2. §79-605 (tuition students): n/a.
  3. §79-611 (students within 4 miles and open enrollment students): n/a.
- E. Copies of Files/Records
1. Transcript fee: Students pay \$5.
  2. Other Requests: Students pay 10 cents per page.
- F. Lost/Damaged Property
1. Students pay for cost of repair or replacement of property.
- G. Before/After School
1. Mini-Classes: Students pay up to \$40 per class, including materials (6-8 sessions, but not to exceed actual cost).
- H. Summer/Night School \*
1. District Summer School: Students pay up to \$175 (for 3 instructional hours per day for 24 days, 1 one-semester course); \$350 (for 6 instructional hours per day for 24 days, 2 one-semester courses); \$140 (for up to 3 instructional hours per day for 14 days, noncredit or special program course). \$155 (for up to 3 instructional hours per day for 15 days, noncredit step-up to high school course).
  2. Summer Opportunities instruction for students - no more than \$40 (per opportunity per student).
  3. Night School: Students may pay up to \$170 for 5 credit semester offering for credit recovery courses only.
- I. Breakfast/Lunch Programs
1. Students pay for breakfast (i.e., current cost of breakfast \$1.90).
  2. Students pay for lunch (i.e., current cost of lunch - \$3.45). A la carte selections vary in price.
  3. Students pay for dinner (i.e., current cost of dinner \$2.95).
- J. Parking Permit
1. Students wishing to park in school lots during the school day must obtain a parking permit for \$40.
  2. Students who accrue parking lot violations during the school day may be charged up to \$10 per violation.
- K. Non-Specialized Attire

1. PE: Students provide athletic shoes, socks, swimsuit, towel, elastic-waist shorts, t-shirt, and cold weather attire as needed.
  2. Lifeguarding: Students provide a CPR mouth guard.
- L. Musical Instruments (Optional, Non-Extracurricular) \*
1. Band & Strings: Students provide their own instruments including drum sticks and mallets for percussion.
- M. Music Items (Extracurricular) \*
1. Pep Band: Students provide a colored polo shirt (general description by band instructor).
  2. Band: Students may provide black or white leather shoes as generally described by band instructor.
- N. Air Force Junior Reserve Officer Training
1. Students will purchase additions to their uniform (cords, ribbon holder, ribbons) not to exceed \$40.00 per year.
  2. Student will pay a uniform cleaning fee not to exceed \$135 a year.

\* The requirements marked with an asterisk (\*) may be waived for students who qualify for free or reduced-price lunches.

IV. Student Fee Fund:

- A. The District shall establish a Student Fee Fund, which shall be a separate fund not funded by tax revenue.
- B. All money collected from students pursuant to §79-2,127(1) (related to extracurricular activities), §79-2,127(3) (related to post-secondary education costs), and §79-2,127(8) (related to summer school and night school) shall be deposited into the Student Fee Fund. Money expended from such fund shall be for the purposes for which it was collected from students.

\* The requirements marked with an asterisk (\*) may be waived for students who qualify for free or reduced-price lunches.

V. Waiver of Fees and/or Requirements:

- A. Students who qualify for free or reduced-price lunches under the USDA child nutrition programs may have fees and requirements waived for the following:
1. §79-2,133 Related to participation in extracurricular activities.
  2. §79-2,131 Related to optional music courses and extracurricular music activities.
- B. Participating in a free or reduced-price lunch program shall not be required for students to qualify for a waiver of fees and/or requirements.
- C. Any qualified student desiring a waiver of fees and/or requirements shall complete and submit a Request for Waiver of Fees and/or Requirements form to the building principal (or his/her designee). Once the Request is processed, the principal (or his/her designee) shall inform the student as to whether the Request was approved or denied.

Legal References: Neb. Rev. Stat. §79-2,125 *et seq.*

Related Policies & Rules: 6750

Rule Approved: July 15, 2002

Revised: April 21, 2003; July 21, 2003; May 17, 2004; June 6, 2005; April 17, 2006; April 23, 2007; April 21, 2008; April 13, 2009; November 2, 2009; February 15, 2010; April 5, 2010; September 7, 2010; March 21, 2011; July 11, 2011; May 7, 2012; May 20, 2013, July 1, 2013; May 5, 2014; May 4, 2015; May 2, 2016, May 1, 2017, May 7, 2018; May 6, 2019

**FREE AND REDUCED PRICED MEALS PROGRAM APPLICATION INFORMATION**

All principal's offices at Millard Public School District will have the current version of the Free and Reduced Priced Meals Program applications available in both English and Spanish from August before school begins through the entire school year. Parents/Guardians can apply at any time during the school year to see if their family qualifies for this program. Applications for households equal or less than 8 people are also available online at [www.mpsomaha.org](http://www.mpsomaha.org) under the Food Service link from early August (before school begins) and throughout the school year.

**FAMILIES:** Only one application should be completed for an entire family, even if there are children in more than one Millard school.

**FOSTER CHILDREN:** Foster parents need to fill out one application listing all foster children in their care. If a foster care-providing family also wants to see if their own family qualifies for the program they can list everyone living at their address, including all foster care children, on one application with all the household income information as well.

Original signatures are required on the applications (no faxes). Applications can be mailed or delivered to any Millard school office or can be sent to:

Millard Public Schools  
Food Service Department  
13906 F Street  
Omaha, NE 68137

If you have questions you can call the Food Service Office at (402) 715-1433 between 8:00 a.m. and 4:00 p.m., Monday through Friday.

**Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.**

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

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 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 deaf, hard of hearing 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.

As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for all applicants and recipients of the Child Nutrition Programs.

## TECHNOLOGY

### Access Control and Video Management

The Board of Education has the responsibility to maintain and protect the property of the Millard Public Schools and to provide for the safety and security of its students, staff, and visitors. To meet this responsibility, the District may utilize access control and video management systems at its facilities and in school buses and vehicles used by the District.

### Internet and Technology Use Guidelines

Internet Access is available to students in all District buildings. The goal of this service is to provide students with additional opportunities for accessing information and using curriculum resources throughout the school day. The use of the Internet, the District's technology network, and computers is a privilege and must be consistent with educational objectives. It is the student's responsibility to access only authorized sites appropriate for educational purposes. Inappropriate use of the Internet, the District's technology network, or computers will result in the restriction or cancellation of those privileges and/or other disciplinary action.

The following are guidelines for Internet, Network, and Computer Technology usage:

1. The District may sponsor or work with a company to provide student e-mail accounts for student usage. The identified company may provide students, along with an e-mail account, the opportunity to use blogs, message boards and other forms of electronic communication in a filtered/monitored environment.
2. Chat rooms, instant messaging, or news groups may be filtered for inappropriate content.
3. The transmission of any material in violation of any Federal or state law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, messages, or pictures.
4. The use of obscene language or language that is intended to harass, bully, insult, or attack others is prohibited.
5. Misuse of, damage to, and/or any attempt to access, hack, or circumvent District equipment settings and network protocol, including Internet filtering is prohibited.
6. Accessing in another individual's folders, or files without permission is prohibited.
7. Use of another individual's username and/or password is prohibited.
8. Altering or deleting files, other than the student's own, without permission is prohibited.
9. Students may not use the network or other District technology for commercial purposes.

### Student Portal Website for Student Information

The Millard Public Schools is pleased to provide students with access to their own information as contained in the District's student information system (Infinite Campus). Available information includes: daily attendance, student schedules, grade book information, progress reports, and unofficial high school transcripts. All data are encrypted and secured. Students may access their information using District provided network usernames and passwords. The student portal may be found at <https://www.campus.mpsomaha.org/campus/portal/millard.jsp>. You may also download the Millard Public Schools mobile app by going to your app store and searching for Millard Public Schools