

# **PROGRAM DESCRIPTION**

## **Millard Public Schools Mission Statement**

The mission of the Millard Public Schools is to guarantee that each student demonstrates the character, knowledge, and skills necessary for personal excellence and responsible citizenship through an innovative, world-class educational community that engages and challenges all students.

## **Young Adult Program Mission Statement**

The Millard Transition Program empowers young adults to be as independent as possible as they gain competencies based on individual abilities and learning styles through instructional best practices, vocational and community based experiences that will drive individual growth and a seamless transition into the community.

## **Strategic Objectives**

- ❖ All students will meet or exceed district and state standards; the achievement gap between subgroups will decrease annually; and overall performance on district and state assessments will increase annually.
- ❖ Each student will set and achieve challenging educational and career goals tailored to his or her abilities, interests, and aspirations.
- ❖ The percentage of students participating in and performing at high levels on measures of national and/or international educational excellence will increase annually.
- ❖ All students will develop and consistently demonstrate character traits and positive behaviors necessary for personal excellence and responsible citizenship.

### The Young Adult Program Description:

This program emphasizes skill development in personal management, vocational development, and independent living. Functional academics are embedded into these life-skills areas. Students, according to their Individual Educational Plan, are taught the necessary skills needed for competitive employment, volunteer activities, or day programs. The community is accessed for volunteer job sites. School personnel provide job coaching at these sites. Work experiences have included:

- ✓ stocking in retail
- ✓ cleaning
- ✓ inventory check-in
- ✓ office work
- ✓ clerical assistance
- ✓ cafeteria work
- ✓ project assembly
- ✓ making and selling items
- ✓ shredding
- ✓ facing and produce work
- ✓ warehouse work
- ✓ filing
- ✓ production line work

The classroom is used for training of independent living skills and personal management. Practice is given in consumer economics and financial management, meal planning and preparation, household maintenance, safety, wellness, self-care, work performance and behavior skills, community access, leisure and recreation skills, social skills, communication skills and reading and writing skills. Activities for students that require gross/fine motor activities and sensory stimulation are provided in the classroom as well.

Transition services, moving from school to the community, are emphasized in this program. Agency involvement is critical for the young adults. Representatives from different agencies may participate in Individual Education Plan meetings and Multidisciplinary Team meetings with parent approval. Parents, students, and staff all benefit by having information about the services and options available. Local, state, and federal agencies can assist the students, parents and staff in planning for, advocating for, and accessing services. Job training, job placement and/or job coaching support are arranged by state agencies during the last year of attendance in the Young Adult Program (YAP). Services provided are dependent upon funding available and the eligibility of the Young Adult for state agency services.

A variety of related services are available to the young adult based on their Individual Educational Plan. A speech/language pathologist works with groups of students to develop social communication skills necessary for success in the community. Physical and occupational therapists are available to provide consultation regarding the students' access to their educational environment. Psychology and nursing services are available as needed.

The Millard Public Schools Young Adult Program was established in 1994 to serve the transition needs of 18 to 21 year old students with special needs. In August 2002, the Young Adult Program opened its doors to students in a new facility on the grounds of Central Middle School. During the summer of 2005 additional space was secured and renovated for the growing number of Young Adults in our program. In 2015-16 additional classroom space was acquired as well as the adoption of a new program called Project SEARCH, which takes place at The Heritage at Sterling Ridge.

#### The Project SEARCH Program Description:

**Project SEARCH Program Focus:** Project SEARCH is a high school transition program designed to provide real-life experiences that help students with disabilities transition from school to adult life. Participating Millard Public Schools students take part in this business led, one-year school-to-work program that takes place entirely at the workplace. Total workplace immersion facilitates a seamless combination of hands-on training, career exploration, and classroom instruction. The concept focuses on a business internship model with students rotating through job opportunities where job complexities grow as the skills of the student grows.

**Partnerships:** Millard Public Schools' host site is The Heritage at Sterling Ridge. Students are considered interns and 'go to work' each day at Sterling Ridge similar to other The Heritage at Sterling Ridge employees. While at The Heritage at Sterling Ridge, students engage in a variety of job tasks in the areas related to hospitality. These areas may include housekeeping/maintenance, laundry, administrative, culinary, and promotion of social activities. Sterling Ridge and Millard Public Schools also receive assistance and support from Nebraska Vocational Rehabilitation and the national Project SEARCH organization.

**Selection:** In order for a student to participate in Project SEARCH they must first be eligible for special education services as specified in Nebraska Department of Education Rule 51 and be at least 18 years of age. In addition, an IEP team must determine that the student would benefit from placement in a transition program. Once this has been determined and the team feels that the Project SEARCH program is a viable option, the student will submit an application for the program. Participation in a skills assessment and interview are also part of the selection process. Based on the student's performance the Project SEARCH selection team will determine 8 to 10 candidates who will participate each year.

**Transportation:** District transportation is provided to the program for those who have it listed as a service within their IEP. Although this is an option, families are encouraged to identify transportation alternatives that will match what they will use once the school year is completed. Transportation is one of the main barriers for students with disabilities. By identifying alternatives, families help support the continued transition to adulthood once school is completed.

**Desired Outcomes:** The Goal of the Project SEARCH program is competitive employment in an integrated setting for each student intern at the end of the experience.

**VERIFICATION**  
**&**  
**CRITERIA FOR PLACEMENT**

All students in the Young Adult Program must be eligible for Special Education services as specified in Nebraska Rule 51. A young adult may attend the Young Adult Program from age 18 through completion of the school year in which he/she becomes 21 years of age. A student considered for placement in the Young Adult Program may “walk through” the graduation ceremony at his/her high school. A “walk through” means that the student participates in the graduation ceremony with his/her peers but does not receive a signed diploma until he/she completes the Millard Young Adult Program. The diploma will reflect the year the student exits public school. Upon receipt of a diploma, the student is no longer eligible for public school instruction in accordance with state and federal regulations.

Placement into the Young Adult Program is an Individualized Educational Plan (IEP) team decision. Members of the IEP team include: the student, parents and/or guardians of the young adult, staff at present school of placement (usually High School personnel), Young Adult staff, and a District representative. Other members may include community transition agency staff (Vocational Rehabilitation, Health and Human Services, Community Alliance, etc.) and related service representatives (speech/language therapists, assistive technology specialists, occupational and physical therapists, vision consultants, a school psychologist, etc). The team does consider recommendations from local and state agencies.

The IEP team also discusses the needs of students that require total care throughout their school day. These students will be assisted with communication, self-help, positioning, social/recreation, sensory stimulation, and hand over hand activities. Activities that require active participation and sensory engagement are emphasized.

# **GENERAL INFORMATION**

## **BUILDING INFORMATION**

**Mailing Address:** Millard Public Schools  
Young Adult Program  
12820 N Street  
Omaha, NE 68137

**Young Adult Program Phone Numbers:** (402) 715-6331  
(402) 715-6332  
(402) 715-8584 (Fax)  
(402) 715-8237 (Nurse)  
(402) 715-8585 (Speech Language Pathologist)

**Project SEARCH Program** (402) 715-8583

**Young Adult Program Personnel:** Teresa Fridrich, Young Adult Program Teacher  
Brandon Johnston, Young Adult Program Teacher  
LeeAnn Maass, Young Adult Program Teacher  
Barbara Moore, Young Adult Program Teacher  
Jill Neeley, Young Adult Program Teacher  
Tricia Gillett, Speech Language Pathologist  
LaChelle Zuhlke, School Psychologist,

**Project SEARCH  
Program Personnel:** Kendall Rider, Teacher

**Program Administrator:** Hayley Mentzer (402) 715-6330



## Attendance

Regular attendance is very important and will allow each young adult to receive the instruction and transitional services needed to reach his/her goals. **If a young adult is absent, it is the student or parent's responsibility to call 402-715-6331 or 402-715-6332 before 7:45 A.M. If the student attends the Project SEARCH Program they must call 402-715-8583 or email Kendall Rider to report their absence.** Absence from the Young Adult Program to attend activities listed in the IEP (job interviews, vocational assessment, work habit and social training forums, etc.) will be waived. Most students will also need to notify transportation of their absence. Transportation can be reached at **402-715-8474.**

## Computer Usage

Millard Public Schools offers your student the opportunity to participate in the district's one-to-one initiative. Students who participate will be loaned a laptop. If students were issued a laptop at their high school, they will be issued a new one when they start at the Young Adult Program or Project SEARCH. Same rules apply to student laptops as the district computers (listed below).

The following uses of district computers will be strictly prohibited:

1. The use, display or transmission of sexually explicit images, messages, cartoons, ethnic slurs or racial epithets, or acts of terrorism, assault, or threats.
2. Use for the purpose of solicitation or proselytization for commercial, religious, political or any other non-job-related activity.
3. The use of the District's network, internet, and e-mail system shall remain under the control of the District and may only be used for District business. This includes, but is not limited to, the downloading of any inappropriate materials or games which would include e-mail that includes verbal or sexual harassment.
4. Under no circumstances will illegal copies of copyrighted software be made or used on District computers
5. The building principal, principal's designee, or appropriate supervisor or teacher will be responsible for monitoring student usage of the Internet to ensure compliance with this and related District policies and rules.
6. Students may only use the District approved "search engines".
7. Students need permission from the staff prior to printing any document.

## Curriculum, Grading, and Credit Information

The IEP team determines curriculum and programming. The IEP will list the curricular areas, goals, and objectives to be covered during the IEP year. Review of the IEP will be scheduled, as needed, in order to update new information and services provided by Millard Public Schools and community agencies.

At the Young Adult Program, students can receive a grade (pass/fail) for their classes and job sites. At Project SEARCH, interns receive a grade (pass/fail) for each internship. Credit from Project SEARCH and the Young Adult Program is elective. Please refer to course descriptions.

This program is considered a full-time school placement. Parents may inform their family health insurance carriers that their son or daughter is attending school full-time in the Millard Public Schools Young Adult Program.

### **Daily Schedule**

The Individual Educational Plan team will determine the schedule for each young adult. Young adults may attend the program full or part time as determined by the IEP team.

Classes are held in the Young Adult Program from 8:00 AM to 2:00 PM and the Project SEARCH Program from 7:45 AM to 1:45 PM, Monday through Friday. Please refer to the District calendar, found at the end of this section of the handbook, for scheduled days of school attendance. The program does follow the District fall and spring parent-teacher conference schedules.

Young adults are transported by vans to the program by 7:45 AM. Staff is in the building by 7:30 AM. Young adults who leave the building with staff for community activities will return to the building by their scheduled dismissal time. The young adults will bring home a calendar of monthly events. This calendar will indicate the date, time, and destination of the community trips, and /or job sites. Please note that this calendar may be subject to change if needed.

### **Dismissal**

Please contact Young Adult staff by 7:55 AM if you wish to dismiss your young adult from school before the scheduled dismissal time. The Young Adult Program day typically ends at 2:00 PM and students should be picked up promptly. Young adults who leave the program without parent permission will be considered unexcused. If a young adult wishes to go home with another student, parent permission needs to be given to the teacher prior to the end of the day and availability of space on school buses/vans will need to be confirmed.

### **Dress Code and Appearance**

The Young Adult Program is subject to the same dress code as the District high schools. Young adults will not wear clothing that is disruptive or revealing. Clothing and hats should not advertise alcohol, drugs, sex, gambling, or make statements of prejudice. Dress should be neat, mended, clean and fastened. No sagging pants or wearing of long chains will be allowed for safety reasons. Skirts and dresses need to be the length appropriate for job interviews and/or school activities. Undergarments should not be visible and the students should not wear short shorts or shirts that reveal a bare midriff or neckline when the student moves about. This includes tank tops for the women and muscle shirts for the men. Wearing a shirt over a tank top is fine. Hats are not to be worn in the school building or at community sites. Shoes will be worn at all times and need to be appropriate for the job site. Flip flops are not acceptable.

The young adults represent the District when they participate in community activities. They also present a first impression to potential employers. Some employers at volunteer work sites request that young adults wear a uniform or name tag provided by the employer. Other employers specify what not to wear to job sites. If the student does not follow the school or work dress code they may not participate in community activities.

When the young adults attend a vocational forum, interview training situation, or participate in a field trip, they will be requested to wear clothing that would be appropriate for a job interview.

## **Electronic Games/Devices/Personal Games/Cards**

We strongly discourage the students from bringing any electronic games/devices/personal games or cards to school. These items have the potential to interfere with learning and they can be easily stolen. If your child chooses, with your permission, to bring a device to use on the van/bus, then he/she must lock it in his/her locker during the day and Millard Public Schools will not be responsible if it is lost or stolen. Using these devices on the bus/van is permitted only to and from school and not to job sites or other school outings. If an electronic device becomes a distraction during the school day, we will secure it in a safe place until a parent/guardian can come to school and pick it up.

## **Lunch & Break Time**

No hot lunch is served in the Young Adult Program. Young adults may bring a sack lunch or meal items that can be prepared with staff support and instruction by using the microwave or conventional stoves. Please pay close attention to the time needed to prepare or heat food.

Since the program strives to simulate work situations, it is recommended that preparation time not exceed 2-4 minutes in length. Lunches can be stored in the refrigerator. Staff encourage the young adults, when appropriate, to participate in shopping for and packing their own lunches within the home environment in order to practice meal preparation skills. If the young adult qualifies for free or reduced lunch, arrangements will be made with Central Middle School. Information regarding free and reduced lunch is located at the end of this section. Break time is also a simulated work experience. Students may bring a nutritious snack that can be eaten within the 15 minutes allowed. We do not provide food for break. There is NO vending machine at the Young Adult Program. If your young adult student has any dietary restrictions or concerns, please put these in writing for the teacher. Students are encouraged to bring healthy snacks and lunches. Due to medical needs of students, we ask that food not be shared with others.

## **Parking**

Young adults who drive a vehicle to the Young Adult facility may park on the east side of the building. After arriving young adults are not to sit in cars or loiter in the parking lot. No smoking is allowed in the cars or on school property. Reckless driving or violation of the above items will result first in a reminder of the parking policies. Subsequent violations will mean loss of parking privileges for a period of time. A young adult whose parents have arranged van/bus transportation to and from school may not ride home with another young adult who drives to school.

## **Recreation/Leisure & Community Activities**

The District will pay for recreation/leisure and community activities that are an extension of the curriculum and the student's IEP. Students may purchase food and beverages at some recreational activities. At times, students will be given the opportunity to bring money to school to practice the handling of money and for communication skills in the community. The purchased items and any remaining money will be sent home at the end of the school day. This activity is completely voluntary.

## **Release of Records**

Parents, guardians, and young adults who have reached the age of 18 may access student records. A written request, to the Young Adult Administration, is required to read and/or photocopy student records. A release of information form needs to be signed by the parent or eligible adult in order for records to be sent to physicians or transition agencies. Please specify, on the form, the exact information that is requested. The District has release of information forms available for use by parents and eligible young adults.

## **Smoking**

The Millard Young Adult facility is a smoke-free building. Staff, young adults, and visitors will not smoke or use smokeless tobacco in the building or on the school grounds. Smoking is also not permitted during school activities such as volunteer job sites, community outings, bus and cab training, and/or business tours. Students are not allowed to purchase cigarettes/tobacco on school time or at job sites. Violations will result in disciplinary action.

## **Supplies**

Young adults may bring pencils and pens to the program. It is recommended, but not required, that each student bring something to carry materials to and from school, such as a book bag or a canvas bag. It is recommended, but not mandatory, that each young adult, who will be handling money in the community, have a wallet, purse, or fanny pack. It is also recommended, but not mandatory, that young adults, who volunteer in the community, wear a watch to facilitate telling time and adhering to deadlines and schedules. If you have a personal preference for notebooks and locks, please send these items with your young adult.

One area of focus is preparing young adults for employment and practicing good hygiene. Young adults need to bring personal hygiene items to keep at school. On days young adults go to job sites or to the vocational center, they will go through their personal hygiene routine. Please send deodorant, comb/brush, toothbrush, and toothpaste.

## **Telephone**

Young adults may use the building telephone, with permission from staff, to receive and make calls. If you need your child to have a cell phone, please discuss this with your young adult's teacher. Using a cell phone is not permitted during school hours. Cell phones must be turned off or on vibrate during school hours. Text messaging and playing games on the telephone is not permitted during school time. If the student does not comply with the cell phone usage rules, the cell phone may be taken by the teacher and be picked up by the parents after school.

## Transportation

The District provides transportation to and from home to the school building if you live within the MPS boundaries. Transportation is also provided from the Young Adult facility to and from community volunteer work sites. Transportation is not provided to and from paid work sites. Parents/guardians are asked to assure that their young adults are ready 5 minutes before the scheduled morning pick-up time. Parents also need to make arrangements for their young adult at drop-off time. Young adults will need to have someone to greet them at drop-off or parents will need to make arrangements so their young adult can enter the home independently.

To cancel transportation due to illness call the transportation office in advance at 402-715-8474. To request a permanent change in transportation call the district transportation office at 402-715-8583, please allow at least 5 days for permanent transportation change.

Riding the van or bus is considered an extension of the school day. All rules and regulations governing young adult conduct will apply to all young adults during transport. In addition, van and bus safety regulations must be obeyed. Failure to follow rules and regulations while on the van/bus may result in suspension of transportation for a period of time. Failure to notify Transportation when not riding may also result in forfeiture of transportation for a period of time. Young adults are expected to be ready to board the van when it arrives. The van is not required to wait for an extended period of time.

On occasion it may be necessary for students to drive their own cars to or from a job site to accommodate personal/family circumstances. Before any student can drive his/her private vehicle to a work experience site, the parent needs to contact the classroom teacher to confirm the request and give their permission.

**MEDICATION**

**AND**

**HEALTH ISSUES**

## Emergency and Medication Cards

Parents or guardians will complete the District health emergency information on Infinite Campus while completing their child's online registration. They will also need to complete and submit one copy of the medication card, for each medication, to the Millard Young Adult staff **the first day the young adult attends the program**. The health emergency information, completed online, and the medication card is needed by the staff to assure the safety and health of all the young adults. It would be beneficial to include any significant past medical history (i.e. seizures, shunts) on the medical card. Please update the information as it changes throughout the school year.

## Medication at School

Per Millard Public Schools District Policy 6500.2, young adults should not bring prescription medication to school unless a physician has indicated that the medication must be taken during school hours. If the prescription medication must be taken during the school hours, the following regulations apply:

- Medication will be stored in a locked storage unit at all times, and/or under the control of designated school employees (i.e., school or job site)
- A doctor's written order must accompany the medication. A current prescription label fulfills this requirement. **The prescription label must state that the medication is to be taken at school.** (For example: Take at 11:00 or Take with noon meal.)
- A medication card (one for each medication) provided by the District must be completed and signed by the parents. Please update this as the medication and/or dosage changes. If the medication or dosage does change, please send a new prescription bottle or note from the doctor.
- All medications should be kept in the original container with the original label.
- No more than a thirty (30) day supply of prescribed medication can be brought to school unless there is a written order by a physician, physician assistant, or an advanced practice registered nurse requiring a greater supply.
- Young adults who may require inhalers will use them in the presence of staff to assure correct usage. Parents should notify the school staff, in writing, that the young adult would be using the inhaler at school.

If over-the-counter medication is brought to school, written consent from the parent will be required. A medication card needs to be completed indicating the name of the medication and the dosage. Over-the-counter medication needs to be kept in the original container marked with the student's name. This will also be kept in a locked storage unit. Over-the-counter medication will be taken in the presence of staff to assure safety.

The young adult's parents shall provide the District, in writing, any information relating to drug, food, or environmental allergies. Information is also required regarding the young adult's susceptibility to seizures or serious illness, need for required injections for medical emergencies, and the need for finger stick blood tests.

Parents or guardians of students with special health needs will be contacted by the school nurse in order to develop a plan of care/treatment which is appropriate for that student's condition.

## **Illness at School**

Parents will be contacted if their young adult becomes ill at school. Vans or buses are not available to transport the ill young adult home before dismissal. A parent or designated person on the emergency card will need to take the ill young adult home immediately upon notification.

Some of the students in the program are medically fragile and therefore susceptible to illness that could lead to serious medical conditions and complications. Some of these students need hands on assistance from staff to blow noses and/or wipe saliva. Staff use gloves, disinfectant spray, hand sanitizer, and sterilization procedures. In addition to these universal safety precautions, the following medical guidelines need to be followed. After consultation from the school nurse, you may be asked to pick up your young adult if the following conditions are present.

<u>Symptom</u>	<u>Able to Return</u>
Elevated temperature	Normal for 24 hours after taken at 4:00pm
Vomiting and/or diarrhea	Normal for 24 hours after last episode
Excessive mucous discharge from eyes or excessive and/or discolored mucous discharge from nose	Doctor's note to return or 24 hours free of drainage or discoloration
Atypical seizure activity	Return to normal seizure patterns
Atypical fatigue	Normal energy has returned
Unidentifiable rashes, ringworm, scabies	Doctor's note to return
Open sores	Doctor's note to return
Head lice	May not come back until morning after treatment started
Sore throat	Able to eat/drink normally



# **COURSE DESCRIPTIONS**

### **Y001 TAKING CARE OF ME**

**Description:** Students in this course cover a variety of topics designed to help students become more aware of their independence levels and the skills they need to work on to become more independent. Topics covered include: Knowing about myself, pedestrian safety, personal hygiene, healthy eating, healthy choices for life, social/emotional communication skills.

### **Y002 TAKING CARE OF MY THINGS**

**Description:** Students in this course cover a variety of topics designed to develop functional daily living skills, develop self-management and self-regulation skills. Topics covered include: House management, clothing care, food preparation skills, basic money skills, and making purchases.

### **Y003 COMMUNITY INTERACTIONS**

**Description:** Students in this course will cover a variety of topics designed to explore and build knowledge of different services, supports and careers in the community. Students will develop relationships with peers and adults, self-advocacy strategies, and appropriate verbal and non-verbal skills. Exploring community helpers teaches the students how these helpers keep the community safe, healthy and operating. Topics covered include: Community vocations and support, and familiar resources available in the community.

### **Y004 PRE-VOCATIONAL SKILLS**

**Description:** Students in this course will cover a variety of topics designed to explore and build knowledge of different work and employment skills. Topics covered include: Teamwork, following directions, steady work rate, positive attitude, reinforcing others, productivity, focus on task and desire to work.

### **Y005 LEARNING FOR LIFE**

**Description:** This course is set up for the students to work independently on functional academic skills and to enhance their cognitive skills. There is a focus on Reading, Math and Writing. Re-teaching can then take place over the areas on which the student needs assistance.

### **Y006 DECISION MAKING**

**Description:** Students will discuss consequences and how they can be either positive or negative. We discussed how our actions impact how others may view us. Topics covered include: empathy, diversity, respect and making good choices.

### **Y007 EXPLORING OCCUPATIONAL POSSIBILITIES**

**Description:** For this class, students will explore different occupations and the skills needed to be competitively employed. Students will complete interest inventories to help identify interest areas. Guest speakers and community outings can be a part of this class.

### **Y008 CITIZENSHIP IN OUR COMMUNITY**

**Description:** Students will learn about the legislative and judicial branches of government. Students will explore the differences between the federal, state and local government. During the course, students will go to the courthouse to watch a trial. Students will be able to describe their basic civil rights and responsibilities.

## **Y009 SOCIAL AWARENESS**

**Description:** This class focuses on teaching students to be aware of their surroundings. It will also teach students the concept of perspective taking. Students will learn to identify their own emotions and learn to be an active listener.

## **Y010 MONEY MANAGEMENT**

**Description:** Students will learn concepts related to being financially independent. Students will learn about a paycheck, creditworthiness, loans, interest, and services at a bank. The class will have the opportunity to tour a bank to learn about the different services that are offered such as a checking account and a savings account. The students will reinforce their financial concepts by completing money story problems.

## **Y011 RESUMES AND INTERVIEW SKILLS**

**Description:** Students will explore different forms of resumes and the different components before creating their own. Students will do a mock interview and possibly participate in workshops to improve their job readiness skills.

## **Y012 SELECTING AND MANAGING A HOME**

**Description:** This course gives an in-depth guide with visuals and information on the many topics relating to selecting and caring for a home. Students will learn the different tools needed to maintain a home. Students will also learn the terminology related to renting or leasing an apartment. Students will have the opportunity to tour an apartment.

## **Y013 SELF-DETERMINATION**

**Description:** This course provides students with the skills necessary to make good choices and decisions. Students will have the opportunity to analyze their own IEP and problem solve to set attainable goals for themselves. Students will also learn some tools of self-advocacy and the importance of it in their post-academic life.

## **Y014 EXPLORING EMPLOYMENT**

**Description:** Employability skills are those foundational skills necessary for understanding what occupations are available. The students will learn about the 16 job clusters and identify occupations of interest within the clusters. Students will identify personal values and job interests through surveys. Additionally, students will learn the job requirements of various jobs then match their personal job values to realistic occupational choices.

## **Y015 MANAGING PERSONAL NEEDS**

**Description:** This course involves learning why it is important to use proper grooming and hygiene steps. The students will learn how to take proper care of themselves by using good practices and hygiene habits. They will identify proper products for hygiene and grooming and where to obtain them. The students will recognize what is appropriate and inappropriate to wear for different occasions. The focus is on dressing for work and the steps involved with proper grooming needs.

## **Y016 FOOD PREPARATION**

**Description:** This course focuses on making healthy choices when planning for meals. The students will learn about food preparation and will make a healthy breakfast, lunch and dinner. Students will engage in various food preparation techniques and will sample their creations. The students will also learn about kitchen safety as well as food contamination.

## **Y017 SECURING AND MAINTAINING A JOB**

**Description:** With this course, the students will be learning the method involved with searching for a job. The vocational rehabilitation agency will work with us and talk to us about what an employment agency does. The students will review steps to applying for a job and filling out an application. They will keep documents in a binder to refer to as a guide when needing information for an application, preparing for an interview and developing a resume. They will research places to find a job and what a job lead is.

## **Y018 HEALTHY LIFE CHOICES**

**Description:** Students are provided basic information on chronic, physical health conditions. Students will learn how to make better choices in their lifestyles and choose which aspects of their lives on which to start making changes. Students will receive information, tools and support to make healthy lifestyle changes. The class will also focus on healthy food options. Students will create healthy breakfast, lunch and dinner choices.

## **Y019 EXHIBITING EMPLOYMENT**

**Description:** Students will work on fundamental skills necessary for obtaining and maintaining employment while also being a successful and valued employee. Students will learn the importance of their personal appearance, social skills, teamwork, organization, work ethic and dependability in the employment arena. The students will have many opportunities this semester to go to different businesses to learn about their application process and what they look for in a good employee.

## **Y020 INTERPERSONAL SKILLS**

**Description:** This class educates students on factors that contribute to effective communications in a variety of contexts and situations. Students will explore differences in others that may include attitudes, values and perceptions. Students will learn that effective listening skills are necessary for appropriate interpersonal relationships in the workplace environment.

## **Y021 TECHNOLOGY AWARENESS**

**Description:** This class teaches the students how to use the essential technical skills required for technology awareness. They will be able to have hands on learning about the Microsoft Word Program. There will be a gain of understanding appropriateness of social media. They will improve their ability to use the technical skills for creating google documents and websites. Students also learn about the social impact of technology and the ethical issues related to technology. Throughout the course, instructional activities emphasize safety, professionalism, and accountability.

## **Y022 CAREER AND TRAINING OPTIONS**

**Description:** Students will examine career decision-making, educational planning, and job searching. Topics include personal career interests, skills, values, and surveying. Students will research fields and visit with related education and training institutes.

## **Y023 RECREATION AND LEISURE RESOURCES**

**Description:** This course addresses the concepts of leisure and recreation, emphasizing the role that leisure should play in a person's life. Learning the value of recreation and listing the benefits is something that the students develop at the beginning of the course. They are taking part in group and individual activities. The students are researching different recreational activities they can plan to do in their community. Students will also learn how to ride a city bus.

## **Y024 JOB SITES**

**Description:** This course is designed to provide students a vocational experience out of the Young Adult Program. Students volunteer at their job site for 3-4 hours a day. A job coach is with them at the job site.

# **Behavioral Guidelines**

## **RESPONSIBLE BEHAVIOR**

Young adults must obtain permission from District staff before entering other District facilities during school hours. Young adults will be expected to display appropriate behaviors when on District property and when attending extracurricular District events.

Each young adult is responsible for his/her own behavior while attending the Millard Young Adult Program. The following appropriate behaviors will be expected in the Young Adult building, at District extracurricular events, and in the community:

- Participate cooperatively with peers, District staff, and community members in all District and community activities
- Accept constructive criticism and redirection
- Respect the personal space, property, and diversity of peers, staff, and community personnel
- Use appropriate verbal and body language with no profanity or sexually suggestive statements or actions
- Follow safety rules for activities in the program and at work sites
- Respect school, work, and community property (do not take, use, or handle items that belong to other people)

## **Search and Seizure**

School lockers and open shelf storage units available at the Young Adult facility are the exclusive property of the District. Certificated staff members, without notice and without young adult consent, may search lockers and storage units. Young adults and their possessions including, but not limited to, purses, bags, and automobiles, may be searched whenever there is a reasonable suspicion that the students possesses any illegal substance or object which is in violation of law or District Policy, or which could cause bodily harm or damage to property.

## **Sexual Harassment and Bullying**

The Young Adult Program has no tolerance for either sexual harassment or bullying. The staff continually teaches and discusses these concepts in order to keep the young adults safe in the community, in school, and at job sites. We stress personal boundaries, saying no to unwanted touching, and appropriate topics for conversations. We encourage the young adults to report any sexual harassment or bullying to an adult immediately. Young Adults who are found to be harassing or bullying will be disciplined according to code of conduct and a parent will be notified.

## **Suspension**

At the discretion of the administrator, young adults who have violated Young Adult and District rules may be assigned to an in-school suspension. In-school suspension is considered an extension of the classroom; therefore, all rules and regulations governing student conduct will apply.

Out-of-school suspension will be awarded as necessary for offenses as listed in the District guidelines. Parents will be notified of actions.

When a young adult is given a suspension, the young adult and his/her parents will meet with the IEP team to review behavioral goals and objectives before returning to the program.

### **Vocational Opportunities**

The Young Adult staff works diligently throughout the school year securing business tours and non-paid job sites. Students receive vocational credit for their performance at these venues. Young Adult staff is trained to job coach and will complete a job performance evaluation after each experience. These activities are an integral part of the program; however they are an earned privilege. As such, students are required to follow the District's Standards for Student Conduct at these sites. Failure to comply with these standards may result in suspension from the tour or job site for a designated length of time.



# **DISTRICT STANDARDS FOR STUDENT CONDUCT**

## 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

that it provision.

caused by accident, self-defense, or other action undertaken on the reasonable belief was necessary to protect some other person shall not constitute a violation of this 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, paintball gun, airsoft 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 wellbeing 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. Curtailment 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. Curtailment 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), 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.

- other
- 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 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 proceeding 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 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

Rule Approved: May 7, 2001

Revised: April 15, 2002; May 5, 2003; March 15, 2004; June 5, 2006  
July 9, 2007; June 2, 2008; February 2, 2009; May 18, 2009; May 17, 2010

April 4, 2011, April 16, 2012; April 22, 2013; November 4, 2013; January 6, 2014;  
April 21, 2014; April 20, 2015; April 18, 2016; April 17, 2017; May 6, 2019

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 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;  
September 11, 2000; June 20, 2005; February 16, 2009; April 18, 2011;  
August 15, 2011; December 5, 2011; July 2, 2012; December 17, 2012; May 19, 2014;

## **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 been 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 a 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 summer camp.
- a 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

## 2019-20 School Calendar

\*Middle and high school calendars vary and are available at <[www.mpsomaha.org](http://www.mpsomaha.org)>

AUGUST 15				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER 20				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER 11-9				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER 18				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29



DECEMBER 15				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY 19				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Aug. 12	First Day for Students
Sept. 2	No School - Labor Day
Oct. 15	End of First Quarter
Oct. 16-18	No School - Conferences/Work Day/Professional Development
Nov. 27-29	No School - Thanksgiving Break
Dec. 20	First Semester Ends
Dec 23-Jan 3	Winter Break
Jan. 6	Second Semester Begins
Jan. 20	No School - Martin Luther King Jr. Day
Feb. 13-14	No School - Conferences/Professional Development
Feb. 17	No School - Presidents' Day
Mar. 13	End of Third Quarter
Mar. 16-20	Spring Break
May 1	Half-Day for Middle Schools (5th Grade Orientation)
May 24	Graduation will be Sunday of Memorial Day Weekend.
May 25	No School - Memorial Day
May 29	Last Day of School

This calendar includes four days of school during 4th quarter 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.**

Quarter Dates/Student Days		
Oct. 15	46 days	
Dec. 20	42 days	88
Mar. 13	46 days	
May 24	45 days	91
Total	179 days	

 No School for Students  
 **Make-up snow days (May 26-29)**

FEBRUARY 17				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH 10-7				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL 22				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY 16				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE 0				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

JULY 0				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**Millard Young Adult Program  
2019-2020 Student Handbook**

**I, \_\_\_\_\_ (student), have read the information in the Young Adult Program handbook for 2019-2020. I have reviewed these regulations and procedures with my parent.**

**Student Name \_\_\_\_\_**

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

**Parent Signature \_\_\_\_\_ Date \_\_\_\_\_**

*Please check one of the following:*

**When notifying the school about an absence**

- ☐ **Student will call YAP by 7:45 AM to 402-715-6331 or 6332.  
Student will also call transportation at 402-715-8474.**
- ☐ **Parent will call YAP by 7:45 AM to 402-715-6331 or 6332.  
Parent will also call transportation at 402-715-8474.**





**Photograph and Video Tape Release  
Young Adult Program  
12820 N St  
Omaha, NE 68137**

**It is with my permission that photographs or videotapes of my son or daughter may be used as part of the ongoing program at Millard Public Schools. This may include school yearbooks, district bulletins, district calendars, educational presentations, and community newspapers. Such pictures will be used to demonstrate growth on the part of my son, daughter and/or to demonstrate teaching techniques used with students.**

**Young adult name:** \_\_\_\_\_

**Young adult signature:** \_\_\_\_\_

**Parent/Guardian signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**MILLARD PUBLIC SCHOOLS**  
**Permission to Administer Medication**

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

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

Medication Name \_\_\_\_\_

Dosage \_\_\_\_\_ Time Due \_\_\_\_\_

Oral \_\_\_\_\_ Ear \_\_\_\_\_ Nasal \_\_\_\_\_

Eye \_\_\_\_\_ Ointment \_\_\_\_\_ Inhalant \_\_\_\_\_

Date Beginning \_\_\_\_\_ Ending \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

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

3/04

**MILLARD PUBLIC SCHOOLS**  
**Permission to Administer Medication**

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

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

Medication Name \_\_\_\_\_

Dosage \_\_\_\_\_ Time Due \_\_\_\_\_

Oral \_\_\_\_\_ Ear \_\_\_\_\_ Nasal \_\_\_\_\_

Eye \_\_\_\_\_ Ointment \_\_\_\_\_ Inhalant \_\_\_\_\_

Date Beginning \_\_\_\_\_ Ending \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

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

3/04

**MILLARD PUBLIC SCHOOLS**  
**Permission to Administer Medication**

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

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

Medication Name \_\_\_\_\_

Dosage \_\_\_\_\_ Time Due \_\_\_\_\_

Oral \_\_\_\_\_ Ear \_\_\_\_\_ Nasal \_\_\_\_\_

Eye \_\_\_\_\_ Ointment \_\_\_\_\_ Inhalant \_\_\_\_\_

Date Beginning \_\_\_\_\_ Ending \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

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

3/04

**MILLARD PUBLIC SCHOOLS**  
**Permission to Administer Medication**

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

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

Medication Name \_\_\_\_\_

Dosage \_\_\_\_\_ Time Due \_\_\_\_\_

Oral \_\_\_\_\_ Ear \_\_\_\_\_ Nasal \_\_\_\_\_

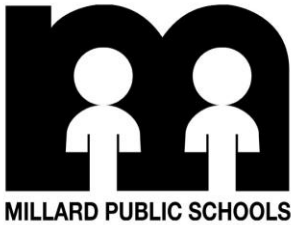
Eye \_\_\_\_\_ Ointment \_\_\_\_\_ Inhalant \_\_\_\_\_

Date Beginning \_\_\_\_\_ Ending \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

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

3/04



Dear Parents/Guardians,

As part of the Personal Management domain of our curriculum, students will discuss safety, wellness, knowledge of self, and relationships. This discussion includes sexuality and respectful behavior in both public and private situations. Discussion of the topics will be done with all parties demonstrating respect for each other.

Topics to be discussed are:

- Identification of people in your child's life that will help them problem solve issues
- Use of appropriate vocabulary
- Identification of appropriate dress
- Use of appropriate body language
- Safe dating: group or double dates, in home with other adults, etc.
- Abstinence: protection from pregnancy and sexually transmitted diseases
- How to avoid getting into situations where you need to say "no".
- How to say "no".

Before including your child in this important discussion, we need your permission. Please sign below if you give permission for these topics to be discussed with your son or daughter. If you have questions, please contact your student's teacher at 715-6331 or 715-6332.

Thank you,  
Young Adult Teachers

Lee Maass  
Brandon Johnston  
Kendall Rider

Teresa Fridrich  
Jill Neeley  
Barb Moore

\_\_\_\_\_ Yes, I give permission for my son or daughter to participate in the topics listed above.

\_\_\_\_\_ No, I do NOT give permission for my son or daughter to participate in the topics listed above.

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

Date \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

Date \_\_\_\_\_

**Millard Public Schools  
Young Adult Program  
Community Experience Permission Form**

I, parent/legal guardian of \_\_\_\_\_, hereby give my permission for \_\_\_\_\_ to participate in community activities, volunteer work, vocational exploration, and daily living experiences. I also give my permission for my son/daughter to be transported by Millard Public Schools to and from the community/vocational site during the 2019-2020 school term.

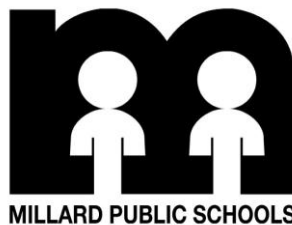
Millard Policy 5480.1 B3 states that prior to leaving on a field trip or other off campus activity sponsored or participated in by the District, the District may search any baggage, purses, or other containers in the possession of or under the control of a District student participating in the field trip or other off campus activity.

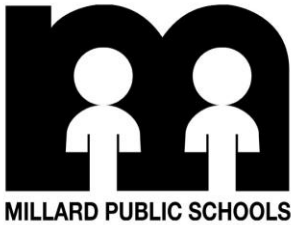
\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date





Dear Parents,

Students in the Young Adult Program may have the opportunity to go to the public library periodically throughout the year. They may check out books, videos, and/or CDs for up to three weeks, using their own library card. Please monitor the return dates on these items. Students are responsible for returning the books, videos, and/or CDs on time. Receipts, with the due date, will be sent home with the checked-out item. The library can charge \$20.00 per item if they are overdue.

Please complete the bottom portion of the letter and return it to your child's teacher.

Thank you,

Hayley Mentzer  
YAP Coordinator

---

\_\_\_\_\_ Yes, my child may check out books and bring them home. I understand we are responsible for any late fees.

\_\_\_\_\_ Yes, my child may check out books and leave them at school.

\_\_\_\_\_ No, I do not wish for my child to check out books from the library.

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

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

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

Date \_\_\_\_\_