HARDING SHULTZ & DOWNS

A LAW PARTNERSHIP OF PROFESSIONAL CORPORATIONS

MEMORANDUM

Re: Policies Series 5000 – Students

Attached are the 5000 series of policies for you and your board to review. Several of these policies require the district to develop forms. We have also attached each of these forms as separate attachments. The forms do not need to be adopted by the board. In fact, it is preferable for the board not to take formal action on the forms, as that will allow you to revise them as needed, without having to take board action.

There are several features about the 5000 series that we want to bring to your attention:

Policy No. 5001. Policy No. 5001 incorporates the new statutory requirements regarding mandatory attendance age and discontinuing enrollment. We have included a disenrollment form for your use.

Policy 5005. School districts are not required to provide transportation to option students, but some boards have expressed an interest in providing transportation to them on a limited basis. Policy 5005 illustrates one way to provide option families with transportation without a major financial commitment by the district. If you do not want to provide any transportation to option students, do not adopt this policy. If you want to provide some other transportation system, we will be happy to work with you to draft a policy.

Policy No. 5012. Policy No. 5012 is a generic basic testing policy. Policy No. 5013 provides for the Superintendent to report the results of that district-wide testing to the Board of Education in July of each year. If your district has adopted a policy that is more specific or if you do not report results in July, you should

modify these policies to reflect your practice. Of course, if you would like us to review your modifications, we would be happy to do so.

Policy No. 5014. Policy 5014 deals with enrollment of homeless students. The federal McKinney-Vento Homeless Assistance Act created very detailed obligations for school districts regarding the enrollment and education of students who are deemed to be homeless. Many districts have adopted policies that restate those statutory requirements. We generally avoid repeating statutory obligations in policy. The danger is that the district will place greater obligations on itself or that the policy will fail to keep up with statutory changes. Therefore, our homeless student policy is extremely short. It states that the district will comply with state and federal law regarding homeless students and provides for the appointment of a liaison for the homeless. The board can select the position (e.g. high school guidance counselor) that will include the duties of liaison. Since the liaison must act as an advocate for the student, you should not appoint the superintendent. The appointee should be directed to research the obligations of the position. The Nebraska Department of Education has an informational sheet regarding the responsibilities of a homeless liaison that can be found at http://www.nde.state.ne.us/Title1/homelessliaison.pdf.

Policy No. 5016. Policy 5016 deals with the retention of student records and makes each building principal responsible for the retention of student records in his or her building. If your district deals with student records from the superintendent level, you will want to modify the policy.

Policy No. 5021. Policy 5021 deals with suspected child abuse and neglect. It calls for the superintendent to involve the school nurse in an investigation of suspected abuse or neglect. In our experience, a school nurse seems uniquely qualified to assist in these investigations; however, if your district does not have a school nurse, you will want to revise the policy to reflect your actual practice.

Policy No. 5029. Rule 10 requires every district to adopt a crisis management plan. These plans are individual to each school and may include information on the ways the school will coordinate with local emergency management personnel and law enforcement agencies. We have included a crisis management policy (policy 5029) as an example for your review. Your district needs to craft a crisis policy that fits its unique needs. The United States Department of Education has helpful guidance on creating crisis management plans at www.ed.gov/emergencyplan.

Policy No. 5032. Policy 5032 is designed for districts that have a closed campus. If your district does not have a closed campus, do not adopt the policy.

Policy No. 5048. Rule 10 now requires districts to adopt a safe pupil transportation plan. We have enclosed policy 5048, a generic safe pupil transportation plan. Obviously, if your district has adopted a different plan, you will want to substitute yours for our form plan and, if you would like us to review it, please e-mail it to us.

Policy No. 5049. Policy 5049 regarding student fees lists every student fee that our imaginations could conceive. It is doubtful that your district charges all of these fees. Delete the fees that you don't charge, or insert a "zero" in the dollar amount. If your district uses a different student fee policy, you could continue using the old policy until the end of the school year and then substitute this form policy for your other policy.

We received several questions from superintendents about potential conflicts between old policies and new policies while boards are in the process of adopting the updated policies series. Therefore, we have included a resolution for your board's consideration. This resolution simply states that the new policies will trump the old ones in case of a conflict.

We are extremely pleased when we hear from superintendents and board members with questions about the policy service. Our primary goal is to provide you with a complete, working set of policies. A significant, secondary goal is to encourage boards and administrators to examine and think about the policies that govern their district. Therefore, we welcome your questions, suggestions, and thoughts as you work your way through these policies.

Attachment

3\7613\policies\service\5000\5000 letter.doc

5000
Policies Regarding the School District's Students

5000 Series Policies

5000	Policies Regarding the School District's Students
5001	Attendance of Students
5002	Admission of Students
5003	Post-Graduate
5004	Option Enrollment
5005	Transportation of Option Students
5006	Foreign Exchange Students
5007	Enrollment of Expelled Students
5008	Married and/or Pregnant Students
5009	Adult Education
5010	Immunization
5011	Physical Examination of Students
5012	Basic Testing Program
5013	Use and Dissemination of Test Results
5014	Homeless Students
5015	Protection of Pupil Rights
5016	Student Records
5017	Routine Directory Information
5018	Parental Involvement in Educational Practices
5019	Process of Communicating with Parents
5020	Rights of Custodial and Non-Custodial Parents
5021	Child Abuse or Neglect
5022	Investigations and Arrests by Police
5023	Student Illness
5024	Medication of Students
5025	Insurance Programs
5026	Sex Equality in Educational Program
5027	Sexual Harassment of Students by Other Students
5028	Initiations
5029	Crisis Response Policy
5030	Truant Behavior
5031	Student Appearance
5032	Closed Campus
5033	Student Driving and Parking
5034	Handbooks
5035	Student Discipline
5036	Lockers
5037	Student Internet and Computer Access
5038	Lunch Program
5039	Money-Raising Activities
5040	Work Permits
5041	Student Government
5042	Bulletin Boards
5043	School-Sponsored Publications

5044	Bus Passengers
5045	Student Fees
5046	Secret Organizations
5047	Press Releases
5048	Anaphylaxis
5049	Firearms and Weapons
5050	Home Schools and/or Schools Not Meeting Approval and Accreditation Regulations
5051	Eye Examinations for Students
5052	School Wellness Policy
5053	Self Management of Diabetes or Asthma/Anaphylaxis
5054	Enrollment of Part-Time Students
5055	Student Bullying

5001
Attendance of Students

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to regularly attend a public or private school unless the child has graduated from high school or has been disenrolled by the child's parent or guardian.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Due to the timing of the Legislature's change in the definition of mandatory attendance age, children who turned 16 years old before July 15, 2004 are not of mandatory attendance age, and may disenroll without parental approval.

Exceptions

This policy does not apply when (1) the services or earnings of a child are necessary for his or her own support or the support of those actually dependent upon him or her and the child is fourteen years of age or more and has completed the work of the eighth grade; or (2) when illness or severe weather conditions make attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing enrollment

The board will allow any person with legal or actual charge or control of a child who is younger than seven years of age or who is at least 16 years of age to disenroll the child. The person seeking to discontinue the child's enrollment shall submit a signed affidavit to the superintendent using the form which is attached to this policy. The school district, at the discretion of the administration, may require verification of the child's age and the affiant's authority to disenroll the child.

Attendance Officer

The superintendent is designated as the attendance officer for the district. The superintendent, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5002
Admission of Students

Students shall be admitted to the school district who are:

- legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;
- approved for option enrollment pursuant to policy;
- approved as a foreign exchange student pursuant to policy; or
- legal residents of a district that has contracted with this district for their educational services.
- statutorily entitled to attend the schools of the district on a part-time basis subject to this policy and the regulations of the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy.

Part-Time Enrollment of Students.

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable regulations when appropriate for reasons that include but are not limited to the following: the student attends another education institution on a part-time basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who resides in the school district but attend a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

Application for Enrollment. The parent or guardian of an exempt school student who is of appropriate age to attend school, resides in the school district, has not graduated from high school, and has not received a graduate equivalency diploma must admission requirements and file an application for enrollment on forms provided by the school district by _____ of the year of enrollment. For second semester high school courses, the application must be filed by _____. For students who move into the district mid-semester, the application must be

filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one year to the next, and the parent or guardian of an exempt school student must apply for enrollment each school year.

Capacity. The enrollment of exempt school students is subject to the capacity limitations established by the district for grades, classes, courses, and programs. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

Placement of Students. Exempt school students shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

Grades and Academic Honors. Exempt school students shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements for such including earning a sufficient number of credit hours and semesters of attendance.

Applicability of School Rules. Exempt school students are subject to all rules and regulations of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and teaching personnel. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course or course-related activity unless the course or course-activity requires their presence or the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

Extracurricular Sports and Activities. Exempt school students may not participate in extracurricular sports and activities; provided, they may participate in activities that are part of the school district curriculum (e.g. band performance). Exempt school students who become full-time students and satisfy the eligibility requirements of the district and the

Nebraska School Activities Association, where applicable, may participate in extracurricular sports and activities.

Transportation. Exempt school students are not entitled to transportation or reimbursement for transportation.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5003
Post-Graduate

Except in adult education classes or when otherwise approved by the board of education, no person who is of 21 years of age or older, or who has earned a high school diploma or its equivalent will be allowed to attend school in the district.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5004
Option Enrollment

The board of education supports the concept embodied in the Enrollment Option Program, that parents and legal guardians have the primary responsibility of insuring that their children receive the best education possible. Accordingly, it is the policy of the board the school district participate in the option enrollment program and receive option students as provided herein.

1. Definitions

a. **Option Student Defined**. Option student shall mean a nonresident student who has chosen to attend the School District under the provisions of the option enrollment program.

b. **Resident School District Defined.** Resident school district shall mean the school district in which a student resides.

c. **Option School District Defined.** Option school district shall mean the school district that a student chooses to attend other than his or her resident school district.

2. **Duties, Entitlements and Rights of Option Students.** Except as otherwise provided herein, option students shall be treated as resident students of the school district.

3. Standards for Acceptance or Rejection of Option Students.

a. In determining whether accept or reject applications for students to option into the district, the board of education may consider the capacity of a program, class, grade level, or school building. Capacity shall be determined by setting a maximum number of option students that this school district will accept in any program, class, grade level, or school building, based upon factors such as, but not limited to, available staff, facilities, projected enrollment of resident students, projected number of students with which the option district will contract based on existing contractual arrangements, and the availability of appropriate education programs. The board may, by resolution, declare a program, a class, or a school unavailable to option students due to lack of capacity.

b. The school district shall not accept any option students into any program, class, grade level or school building when acceptance of such students would cause overcrowding in that program, class, grade level or school building as determined by the school administration, or would significantly increase the operating costs of the school district, such as by requiring the hiring of new staff.

c. The school district shall accept disabled option students only to the extent that the school district's then current staff and facilities are sufficient to accommodate the needs of such students, without significantly increasing the operating costs of the school district, such as by requiring the hiring of new staff.

d. The school district shall not base the decision to accept or reject an option student on that student's previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in English language, or previous disciplinary proceedings.

e. If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:

i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;

ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.

4. Certain Programs Unavailable to Option Students. The board reserves the right by resolution to declare a program, a class, or a school building unavailable to option students due to lack of capacity.

5. Academic Credits and Graduation. The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.

6. **Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.

7. **Procedure for Students Optioning Into or Out of the School District.**

   a. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education, the other affected school district and the State Department of Education for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.

   b. On or before April 1, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district, the resident school district and the State Department of Education, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification.

   c. The school district shall not consent to any student optioning out of the school district unless the school district is notified in writing on or before April 1 that the application has been accepted by the option school district.

8. **Cancellation of Option.**

Students who option either into or out of the school district shall:

   a. Attend the option school district until graduation or relocation in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district and to the State Department of Education for approval for the following year.

   b. Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school

year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

5005
Transportation of Option Students

The board of education shall annually set the rate for transportation services for option-enrolled students. Such transportation may only be enacted if there is mutual agreement between the school district and the parent or legal guardian of the option student. If such agreement is reached, the stops at the option homestead will be recorded by the school vehicle operator and a billing fee will be assessed to the parent or legal guardian on an annual basis. If two or more option students from the same homestead use school transportation, the district will charge for each trip made. Under no circumstances will an option student(s) be provided school transportation to and from his/her homestead if the result of such transportation (1) necessitates the addition of a third bus route and/or (2) increases the time necessary to run the complete bus route beyond the limit of one hour.

If the option student resides within the distance of one mile of the route used to reach a homestead which is a regular bus stop of a resident student, the fee shall be set at a rate of $.___ per mile per stop.

If the option student resides a distance greater than one mile but less than or equal to two miles from the route used to reach a homestead which is a regular bus stop of a resident student, the fee shall be set at a rate of $.___ for the first mile and $.___ for the additional mile per stop.

If the option student resides a distance greater than two miles but less than or equal to three miles from the route used to reach a homestead which is a regular bus stop of a resident student, the fee shall be set at a rate of $.___ for the first two miles and $.___ for the additional mile, per stop.

If the option student resides a distance greater than three miles but less than or equal to four miles from the route used to reach a homestead which is a regular bus stop of a resident student, the fee shall be set at a rate of $.___ for the first three miles and $.___ for the additional mile, per stop.

If the option student resides a distance greater than four miles but less than or equal to five miles from the route used to reach a homestead which is a regular bus stop of a resident student, the fee shall be set at a rate of $.___ for the first four miles and $.___ for the additional mile, per stop.

For distances greater than five miles from the route used to reach a homestead which is a regular bus stop for a resident student, the same formula used to determine the above quoted rates will be used to determine the fee.

NOTE: No fee will be assessed for afternoon kindergarten routes.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5006
Foreign Exchange Students

The school district may accept a foreign exchange student on a non-tuition basis if the student is sponsored by an organized exchange program that is acceptable to the board of education, approved for enrollment, and resides with a host family that lives within district boundaries.

A foreign student is not entitled to tuition-free schooling in the school district merely because he or she resides with a family within the district. The host family and/or sponsoring exchange program must file an application with the administration to enroll the student. In reviewing the application, the administration will consider the following factors:

whether the student possesses a sufficient command of the English language;

whether an appropriate program is available;

whether the student meets the general admission requirements for the school; and

such other factors as are relevant to the admission of the student.

Foreign exchange students who are accepted and enrolled will be subject to all policies and regulations governing the conduct and behavior of resident students.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5007
Enrollment of Expelled Students

The administration shall not enroll any student during the term of any known expulsion of the student from any public school in any state unless the board of education has approved the enrollment by a vote of a majority of the members of the board. The district shall not enroll any student during the known term of any expulsion of the student from a private school for an offense for which expulsion is authorized for a public school student unless the board has approved the enrollment by a vote of a majority of the members of the board. This policy does not require the board to take a vote on the enrollment application of any such student.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5008
Married and/or Pregnant Students

Students who are married and/or pregnant are encouraged to continue with their formal education, and will be allowed to stay in their school placement if they so desire.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5009
Adult Education

The school district may offer adult education programs.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5010
Immunizations

1. **General Rule**

   a. Each student wishing to enroll in the school district is required to be immunized against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis and tetanus prior to enrollment.

   b. The district is not responsible for the cost of such immunizations.

   c. Any student who does not comply with this policy shall not be permitted to continue attending school.

2. Exceptions

   a. Provisional Enrollment.

      Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

   b. Immunization shall not be required if the student's parent or guardian submits one of the following to the superintendent of schools:

      i. A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household.

      ii. An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.

   c. Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease among the school population.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5011
Physical Examination of Students

The following students shall provide evidence of a physical examination by a qualified health care provider:

- all incoming students in the beginner grade;
- students in seventh grade; and
- all out-of-state transfer students.

Evidence of a physical examination must be dated no more than six months prior to entrance or within sixty days after enrollment. If the student's parent(s) or guardian(s) object to a physical examination, they must submit a signed and dated refusal form to the school.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5012
Basic Testing Program

The school district will use a basic testing program to evaluate the outcome of the educational program and to provide information needed in working with individuals. The program will be supplemented by such individual and supplementary tests as the needs of the educational program and the district indicate. The superintendent and designees will coordinate the program from Kindergarten through twelfth grade to provide continuity. Teachers are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement

Adopted on: _____
Revised on: _____
Reviewed on: _____

5013
Use and Dissemination of Test Results

At the board of education's regular July meeting, the superintendent of schools shall provide an annual written report consisting of the results of the district's performance program including but not limited to: standardized norm-referenced assessments, criterion-referenced assessments, student performance, school system demographics, financial information, a follow-up study of graduates, and a learning climate survey. This report shall be made available to all patrons of the district. Building level results will be reported only to appropriate staff for review and goal setting.

This report shall not include any individual test scores or assessment, but individual student test scores or assessment results will be reported to the student's parents or legal guardian(s).

A comprehensive evaluation of the district shall be conducted at least once every seven years using instruments and guides approved by the Department of Education.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5014
Homeless Students

1. General Policy

The school district, in so far as is possible, will provide tuition free education for homeless children and youth who are in the district. The district will also accord homeless students with the educational rights and legal protections provided by state and federal law.

2. Homeless Liaison

The district's homeless liaison is _____. Students in homeless situations who require assistance should contact the liaison at _____ (phone number) or in person at _____ (address).

3. Definitions

a. A homeless individual is defined as one who

   i. lacks a fixed regular and adequate residence; and

   ii. has a primary nighttime residence in a supervised publicly or privately operated shelter within the district for temporary accommodations, an institution within the district providing temporary residence for individuals intended to be institutionalized, or a public or private place within the district not designated for or ordinarily used as a regular sleeping accommodation for human beings.

b. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by the act of Congress or by state law.

c. "Child" and "youth" refers to persons who, if they were children of residents of the District, would be entitled to a free education.

Adopted on: _____
Reviewed on: _____
Revised on: _____

5015
Protection of Pupil Rights

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply the federal Protection of Pupil Rights Amendment (PPRA) and The No Child Left Behind Act (NCLB),

1. Surveys

a. Surveys Created by a Third Party

i. This section applies to every survey:

(1) that is created by a person or entity other than a district staff member or student;

(2) regardless of whether the student answering the questions can be identified; and

(3) regardless of the subject matter of the questions

ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.

b. Surveys Requesting Particular Sensitive Information

i. Sensitive information shall include:

(1) Political affiliations or beliefs of the student or the student's parent(s);

(2) Mental or psychological problems of the student or the student's family;

(3) Sexual behavior or attitudes;

(4) Illegal, anti-social, self-incriminating, or demeaning behavior;

(5) Critical appraisals of other individuals with whom respondents have close family relationships;

(6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;

(7) Religious practices, affiliations, or beliefs of the student or student's parent(s); or

(8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.

iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the written

consent of a student's parent(s) before the student participates in the survey.

iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.

v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.

c. Survey Inspection Requests

i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.

ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.

iii. The principal shall respond to survey inspection requests without delay.

2. Invasive Physical Examinations

a. The term "invasive physical examination" means:

i. any medical examination that involves the exposure of private body parts; or

ii. any act during such examination that includes incision, insertion, or injection into the body; and

iii. does not include a hearing, vision, or scoliosis screening.

b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:

i. required as a condition of attendance;

ii. administered by the school and scheduled by the school in advance; and

iii. not necessary to protect the immediate health and safety of the student, or of other students.

c. This policy does not apply to any physical examination or screening that:

i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;

ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq*.)

iii. is otherwise authorized by Board policy.

3. Collection of Personal Information from Students for Marketing

a. The term "personal information" means individually identifiable information including:
   i. student's and parent(s)' first and last name;
   ii. home or other physical address;
   iii. telephone number; and/or
   iv. social security number.

b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.

c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
   i. post-secondary education recruitment;
   ii. military recruitment;
   iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
   iv. student recognition programs.

4. Inspection of Instructional Material

a. Definition
   i. The term "instructional materials" means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
   ii. The term does not include academic tests or academic assessments.

b. Parents may inspect, upon their request, any instructional material used as part of their child's education curriculum.

c. Curriculum inspection requests must be made to the building principal in writing.

d. Building principals shall respond to inspection requests within a reasonable amount of time.

5. Notification of Rights and Procedures

a. The superintendent shall notify parents of:
   i. this policy and its availability upon request from the office of the district;

ii. how to opt their child out of participation in activities as provided for in this policy;

iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and

iv. how to request access to any survey or other material described in this policy.

b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5016
Student Records

The school district shall maintain student records and reports as are necessary for effective administration and in compliance with law.

Each building principal will assign responsibilities for the preparation and maintenance of pupil records and will establish rules and regulations regarding their storage and use in the building.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, school administrators include attorneys acting on behalf of the school district. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5017
Routine Directory Information

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Address
- Telephone number
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district that they do not want this information disclosed without their prior written consent

The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given to opportunity to prevent the release of this directory information by filing a written objection with the district.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5018
Parental Involvement In Education Practices

The school district recognizes the importance of parental involvement in the education of their children. To ensure such rights, parents will be:

1. Provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district.

    a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. In the case of secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.

    a. Parents are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity.

    b. Parents may request permission to attend counseling sessions in which their child is involved.

3. Permitted, within district procedures, to ask that their children be excused from testing, classroom instruction, surveys and other school experiences that parents find objectionable.

    a. Building principals will excuse a student from any single school experience at the parent's written request.

b. When appropriate, alternative experiences will be provided for the student by the school.

4. Informed through the student handbook of the manner that the district will provide access to records of students.

5. Informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

6. Notified of their right to remove their children from surveys prior to district participation in surveys.

   a. The principal must approve all surveys intended to gather information from students before they are administered to students.

   b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5019
Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5020
Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term “custodial parent” refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent’s request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents’ behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5021
Child Abuse or Neglect

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; or (5) sexually abused.

Reporting Procedure. School employees will report suspected abuse or neglect of a child according to the following procedure.

1. Any school employee who suspects that a child has been abused or neglected shall report the suspicion to the building principal immediately.

2. The principal and the school nurse shall, whenever possible, investigate the concern within 24 hours of receiving the initial report. When the principal determines that a report should be made through the district, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made, the employee(s) shall file such a report if he, she or they believe that a child has been abused or neglected.

3. If the safety or well-being of the child is in jeopardy, the report shall be made immediately to the city police department or the county sheriff's department.

4. Any doubt or question in reporting such cases shall be resolved in the favor of the child. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Contents of the Report. The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected

person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

Legal Immunity. Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5022
Investigations and Arrests by Police or Other Law Enforcement Officers

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall not allow law enforcement officers access to students to conduct an investigation during school hours unless the officers are investigating charges that the student has been the victim of abuse or neglect. Contact between the school and law enforcement authorities on matters involving students shall be made through the office of the superintendent or principal and the law enforcement officer.

Law enforcement officers may talk to a student away from the school before or after school hours, and they should be encouraged to do so. Law enforcement officers shall be allowed to conduct an interview at the school only when the interview is conducted at the request of the school or when they can show that special circumstances exist. This determination should be made by the appropriate building principal or superintendent. Law enforcement officers should be permitted to interview students on school grounds only after providing the superintendent or appropriate building principal with a statement in writing that the law enforcement officer has reason to believe and does believe that the student is the victim of child abuse or neglect perpetrated by the child's parent(s) or some other member of the child's immediate family, and that the law enforcement official wishes to interview the student regarding such abuse or neglect.

Throughout this process, all attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's and school's education program.

1. Law enforcement officers should be permitted to take custody of a student if they possess an arrest warrant or if they otherwise assert a lawful basis for doing so. Whenever possible, the arrest or release of the student should be conducted in the building principal's office and out of the view of other students. When a principal or other school official releases a minor student to a law enforcement officer for the purpose of removing the minor from the school premises, he or she shall take immediate steps to notify the parent, guardian, or other responsible adult regarding the release of the minor to the officer and the place to which the minor is reportedly being

taken, except when a minor has been taken into custody as a victim of suspected child abuse. If the law enforcement officer indicates that the child is being taken into custody because the child is the victim of suspected child abuse, the principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign the statement appended hereto certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of NEB. REV. STAT. § 79-294.

2. Law enforcement personnel shall not be allowed to roam about the school until the student is found, and shall remain in the administration office while school personnel seek the student.

3. If possible, the education program of the student should not be disrupted to allow for police questioning of the student during class time.

4. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.

5. If law enforcement officers are to be allowed to question a student under the age of 18, the principal or school official shall make a reasonable attempt to notify the child's parents before questioning begins, except in cases of suspected child abuse or child neglect involving the parent or other family member. The parents should be given the opportunity to come to the school prior to the questioning.

6. If the parents are notified and are able to attend, they should be allowed to be present at the interview. The principal or designee should be present at the interview, but should not take part in any questioning. The principal or designee should remain a neutral observer at all times.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5023
Student Illness

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5024
Medication of Students

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

1. **Prescription medication**

    a. Parents/guardians must provide a physician's written authorization for the administration of the medication.

    b. Parents/guardians must provide their own written permission for the administration of the medication.

    c. The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

2. **Non-prescription medication**

    a. Parents/guardians must provide written permission for the administration of the medication

    b. The medication must be brought to the school in the manufacturer’s container.

    c. The container must be labeled with the child’s name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request

parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5025
Insurance Program

The school district is not an insurer of student safety, and parents are encouraged to secure insurance covering their students' healthcare needs, including catastrophic coverage for injuries which may be sustained while participating in athletics or other extracurricular activities.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5026
Sex Equality in the Education Program

The district prohibits discrimination on the basis of sex in any educational program or activity except when it is necessary to accomplish a specific purpose that does not impinge upon essential equality or fairness in the treatment of students or employees. Employees are required to comply with this policy and the subsequent rules and regulations, as well as with Title IX of the Education Amendments of 1972 and the regulations of the U.S. Department of Education as applicable to this district.

The superintendent shall designate an administrator to administer, coordinate, and publish this policy, together with any rules and regulations, to all students, parents, and other interested groups and associations. The superintendent shall develop a grievance procedure whereby persons who believe they are being discriminated against may seek relief. The superintendent shall report annually to the board of education on the district's compliance with this policy and shall recommend such changes as he or she deems necessary.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5027
Sexual Harassment of Students by Other Students

Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment by its students against other students even when the affected student does not complain to the faculty or the administration.

Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:

> Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

A student who feels he or she has been sexually harassed by another student should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, principal or counselor with whom she or he feels comfortable.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not cause any reflection on the complaining student, or affect his or her status as a student.

Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.

This policy pertains to sexual harassment of students by other students. The sexual harassment of students by school district employees is governed by other board policy.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5028
Initiations

Initiations by classes, clubs, or athletic teams are prohibited except by permission of the administration. Hazing in connection with any school organization is absolutely prohibited. Hazing is defined as 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 in any school organization. Hazing activities include, but are not limited to 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, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5029
Crisis Response Policy

I. **The following objectives apply to dealing with a crisis situation:**

A. Ensuring the safety and emotional security of students.

B. Formulating a plan of action immediately that provides uniformity in the treatment of each crisis.

C. Identifying those students and staff who will likely be most strongly affected by grief.

D. Preserving, to the extent possible, the daily school routine and pre-scheduled activities so as not to draw others into deeper levels of grief than they would normally experience.

E. Monitoring students' progress through the stages of the grief process.

F. Making the school's resources available to parents and guardians who become concerned about their child's reaction to a crisis.

II. **Policy**

A. School Hours

1. During a crisis situation, the administration will maintain established school hours and proceed with all co-curricular activities as scheduled whenever possible.

2. If, during a crisis situation, the parent(s) or guardian of a student decide that the student needs to be absent, this absence will be excused.

B. Access to School Facilities

1. The school's facilities may not be used for funeral or memorial services during the school day.

2. This policy does not discourage the presentation of traditional American Legion memorial services which promote patriotism.

C. Memorials

1. Memorials often create a visual reminder of a particular crisis that may reintroduce feelings of grief for students. Therefore, memorials may not be displayed anywhere on the school premises without board approval.

This policy is not intended to discourage the acceptance of memorial funds or specific items.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5030
Truant Behavior

Any student who has been absent on an unexcused basis for more than ten school days or the hourly equivalent of ten days within one semester shall be considered habitually truant. The building principal shall notify the county attorney in writing of any student who has been habitually truant.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5031
Student Appearance

Any manner of dress, hair style, make up, or personal cleanliness, that constitutes a threat to the safety, health, welfare, or morals of the student or others; that violates any statute; that interferes with the education process, or that school officials can reasonably predict will interfere with the education process; or that causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action. The superintendent or designee may institute specific dress code regulations in any school consistent with board policy.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5032
Closed Campus

The school campus is a closed campus. All students shall remain on the school campus during the hours that school is in session unless released by the building principal or building principal's designee. The building principal or designee will release a student only upon confirming that the student has permission from a parent or an authorized adult. Nothing in this policy shall prevent the school from sending a student home when the student is ill.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5033
Student Driving and Parking

Students who drive to school are required to park their vehicles and leave them unoccupied until it is time to drive home. The speed limit on school property is _____ miles per hour. Students may not drive or have access to their vehicles during the school day without the express permission of their building principal or the superintendent of schools.

Students are to park appropriately and in the assigned areas on school property. Student parking shall not be permitted in bus loading zones. When the buses are loading or unloading, all vehicles must stop and wait for the loading or unloading process to be completed.

By driving to school, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5034
Handbooks

The student handbook is an extension of these policies and has the force and effect of board policy when approved by the board of education.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5035
Student Discipline

Students who violate school rules will face disciplinary consequences up to and including expulsion from school. The code of conduct and procedure for imposing discipline on students is set forth in the student handbook. The board of education will not consider an appeal of any disciplinary sanction unless the student and his/her family have complied with the procedures set forth in the handbook.

5036
Lockers

Lockers are the property of the school district and students are permitted to use them without charge. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5037
Student Internet and Computer Access

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.

6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.

7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.

8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.

9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.

10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.

11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.

12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.

13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.

14. Students shall not forge electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.

2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:

   a. Loss of computer privileges;

   b. Short-term suspension;

   c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and

   d. Other discipline as school administration and the school board deem appropriate.

2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5038
Lunch Program

The superintendent shall be the administrator of school lunch program which shall be run in accordance with state and federal guidelines. All students shall eat in school facilities, unless they make special arrangements with the building principal or other school administrator.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5039
Money-Raising Activities

All money-raising activities shall require authorization by a member of the school district administration.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5040
Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5041
Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation and scope of the student government shall be administered by the superintendent or designee.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5042
Bulletin Boards

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.

2. All postings must identify the student or the student organization posting or publishing the notice.

3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5043
School-Sponsored Publications

School-sponsored student publications and electronic media productions are part of the school district's instructional program. The board of education supports the development of student communication skills through school-sponsored newspapers, annuals, magazines, and electronic media including computer, video and digital productions.

Student publications and productions must conform to all good scholastic and professional journalistic standards. The board delegates to the superintendent of schools the right to prohibit dissemination of any school-sponsored publication or media production that does not conform to these standards, or which the superintendent or designee deems inappropriate for the school environment.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5044
Safe Pupil Transportation Plan

It is the goal of the school district to provide safe, comfortable and reliable transportation for bus-riding school children.

1. **Emergency Procedures**

   a) **Mechanical breakdown**

   In the event of a mechanical breakdown, the driver will:

   1) Stop the bus in a safe location
   2) Keep passengers in the bus, if it is safe to do so
   3) Take steps to warn motorists, by activating hazard lights and placing emergency triangles
   4) Radio or call for assistance

   b) **Injuries/Medical Emergencies**

   If a student is seriously injured or suffers from a medical emergency, the bus driver will stop the vehicle at the first safe opportunity. The bus driver will provide emergency medical assistance in accordance with the driver's first aid training. The bus driver will notify the school district of the emergency using the radio or other communication equipment. The district will then summon emergency medical services by immediately calling 911. If the driver cannot reach the district, the driver should send an adult or a responsible student to a telephone to call 911 and then the district.

   c) **Severe Weather**

   1) **Tornadoes**.

   If a bus driver determines that there is a likelihood that a tornado will hit a vehicle, and there is not an escape route available or time to drive to a safe location, the driver will evacuate the bus, taking only the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the bus far enough away from the bus so that the bus will not roll over on the students. The driver should instruct students to cover their heads with their arms. If the students are wearing coats or jackets, they can be used to provide additional protection for their heads and bodies. If there is no time to evacuate the students after stopping the bus, the driver

should have the students remain in their seats and assume a protective position with their heads below window level.

2) **Winter Weather**

If the school district determines that a bus route is too dangerous to drive due to winter weather conditions, the district will cancel bus service on that route. This decision will be announced via local radio stations on the affected day.

Parents must ensure that students are appropriately dressed for winter conditions. Students shall not wait for a school bus in winter weather for more than 15 minutes past the scheduled pick-up time. If the bus has not arrived by that time, pupils are to return to their homes or to another place of shelter that the student and his or her parent have prearranged.

d) **Weapons, Hazardous Substances and Dangerous Contraband**

If a driver discovers that a passenger may have a weapon, hazardous substance or other dangerous contraband on the bus, he or she should remain calm and call for assistance using a pre-determined code. The driver should give the location of the bus to the dispatcher, continue the route and wait for assistance. The driver should not inform passengers of the presence of the weapon or other contraband.

e) **Terroristic Threat**

If a bus driver receives a terroristic threat that he or she deems credible, he or she will notify the school district of the threat using the radio or other communication equipment. After consulting with school officials, , the driver will determine whether the threat requires evacuation of the bus. The school will promptly notify the authorities of the threat.

For purposes of this policy, a terroristic threat is a threat to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of the bus or in reckless disregard of causing such terror or inconvenience

f) **Emergency Incident Reports**

Bus drivers will provide written documentation of any of the emergency events specified in this policy by completing the incident form attached hereto. This documentation must be

submitted to the school administration within 24 hours of the event.

2. **Student Behavior on School Vehicles**

Riding the school bus is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding on the bus.

a) **Rules of Conduct on School Vehicles:**

1) Students must obey the bus driver promptly.

2) Students must arrive at the bus stop before the bus is scheduled to arrive. The bus driver will not wait for tardy students.

3) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the bus stops.

4) Students are prohibited from fighting, engaging in bullying, harassment or horseplay.

5) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.

6) Students must remain seated and keep aisles and exits clear while the bus is moving.

7) Students are prohibited from throwing or passing objects on, from, or into buses.

8) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the bus.

9) Student may not eat or drink on the bus.

10) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the bus.

11) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the bus is in motion. Students must be absolutely quiet when the bus approaches a railroad crossing and any time the bus driver calls for quiet.

12) Students may not open bus windows without permission from the bus driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of bus windows.

13) Student must secure any item or items that could break or produce injury if tossed about the inside of the bus if the bus were involved in an accident

14) Student must respect the rights and safety of others at all times.

15) Students must help keep the bus clean, sanitary and orderly. Students must remove all personal items and trash upon exiting the bus.

16) Students may not leave or board the bus at locations other than the assigned stops at home or school.

17) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Bus drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include:

1) Note home to parents

2) Suspension of bus riding privileges

3) Exclusion from extracurricular activities

4) In-school suspension

5) Short term or long term suspension from school

6) Expulsion

These consequences are not progressive , and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

Records of school bus misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of

serious misconduct may be forwarded to law enforcement. Records may also be maintained in the transportation office.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5045
Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.

2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.

3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district will provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

The maximum dollar amount charged by the district for course materials shall be:

- Industrial Technology Classes $_____
- Art Classes $_____
- Family and Consumer Science Classes $_____

5. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student activity card $_____
  Covers admission to all extracurricular events

- Student participation fee $_____
  Required of all students who participate in athletics and/or other extracurricular activities

- Future Business Leaders of America $_____

- DECA $_____

- National Honor Society $_____

- Cheerleading, Drill Team, Flag Corps — Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be $_____.

- Football — students must provide their own football shoes, undergarments, and mouth guards

▪ Golf	students must provide their own golf shoes, undergarments, and clubs
▪ Softball and Baseball	students must provide their own shoes, gloves, and undergarments
▪ Track, Volleyball, Wrestling and Basketball	students must provide their own shoes and undergarments
▪ Future Farmers of America	student must purchase their own jackets and pay dues of $_____
▪ Rifle and Trap Teams	students must provide their own weapons and ammunition
▪ Science Club	$_____
▪ FCCLA	$_____
▪ Spanish Club	$_____

6. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

7. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be $_____.

8. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of $___ per page for reproduction of student records.

9. Participation in Before-and-After-School or Pre-Kindergarten Services.

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be $____.

10. Participation in Summer School or Night School.

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be $____.

11. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-8
  - Regular Price $_____
  - Reduced Price $_____

- Breakfast Program – Grades 9-12
  - Regular Price $_____
  - Reduced Price $_____

- Lunch Program – Grades K-8
  - Regular Price $_____
  - Reduced Price $_____

- Lunch Program – Grades 9-12
  - Regular Price $_____
  - Reduced Price $_____

12. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

▪ Band	Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
▪ Swing Choir	Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be $_____

13. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be $____.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund

shall be expended only for the purposes for which they were collected from students.

CERTIFICATION

On the ___ day of _____, 20__, the Board of Education of _____ Public Schools held a public hearing on a proposed student fee policy. The hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the ____-__ school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Open Meetings Act.

Superintendent of Schools or Other
Authorized School Representative

Adopted on: _____
Revised on: _____
Reviewed on: _____

5046
Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society or association.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5047
Press Releases

All press releases regarding school-related activities and events must have administrative approval prior to being given to the media. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5048
Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (ANAPHYLAXIS)

School employees will comply with the requirements of “Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)”. The district shall procure and maintain the equipment and medication necessary to implement the protocol.

The superintendent shall obtain the required signature(s) of one or more physicians licensed to practice medicine in Nebraska on the form entitled “Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)” (“Protocol”). The superintendent shall publish this policy and Protocol in each employee handbook.

The superintendent shall arrange to have a qualified medical person train employees, and for training updates as necessary.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5049
Firearms and Weapons

Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. ***Definition of Firearm.*** The term "firearm" is defined as any object that is designed to or may readily be converted to expel any projective by the action of an explosive or frame or receiver of any such weapon.

Weapons. No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. ***Definition of Weapon.*** The term "weapon" is defined as a firearm or any other object or material that is ordinarily or generally considered a weapon.

Exceptions Regarding Firearms. This prohibition does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or

2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor; or

3. Firearms contained within a private vehicle ***operated by a nonstudent adult*** that are not loaded ***and*** are encased or are in a locked firearm rack that is on a motor vehicle. ***Definition of Encased.*** The term "encased" means enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

Exceptions for Students. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose; and

2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so;

3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

Consequences. Federal law requires that any student who brings a firearm, as that term is defined in 18 United States Code 921, to school be expelled from school for one calendar year. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a firearm or weapon on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be expelled for two semesters, suspended on a long-term basis or mandatorily reassigned. The superintendent of school shall have the authority to modify the expulsion requirement on a case-by-case basis.

Confiscation of Firearms. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm or weapon to school.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5050
Home Schools and/or Schools Not Meeting Approval and Accreditation Regulations

Students in Nebraska may choose to be educated at a home school that meets the requirements of statute and the Nebraska Department of Education. The board of education encourages the parents and guardians of all school-age children who reside within the school district to enroll them in the public school or an approved or accredited private school so they may benefit from a well-planned education program and the socialization of a group environment.

The school district's administration will inform the appropriate agency of the names of all students who are school age and known not to be in attendance at a public, private, or parochial school that has met the requirements for legal operation prescribed in statute and the rules of the Nebraska Department of Education.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5051
Eye Examinations for Students

The parent(s) or guardian(s) of (1) all incoming students in the beginner grade and (2) all out-of-state transfer students must provide evidence of a vision examination by a qualified vision health care provider.

They must provide evidence of the vision examination within sixty days after the student's enrollment. The health care provider must test the student for amblyopia, strabismus and internal and external eye health, with testing sufficient to determine visual acuity.

Any parent(s) or guardian(s) who object to a vision examination must submit a signed and dated refusal form to the school. Parents or guardians who wish to receive information regarding free or reduced-cost visual evaluations may contact Kids Connection at (877)-NEB-KIDS or the Nebraska Optometric Association at (800) 766-4466.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5052
School Wellness Policy

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness.

1. **Goals for Nutrition Education**

    a. The health curriculum will include information on good nutrition and healthy living habits.

    b. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.

2. **Goals for Physical Activity**

    a. The physical education curriculum shall include instruction on physical activity and habits for healthy living.

    b. Students will be encouraged to engage in physical activities throughout the school day.

    c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. **Goals for Other School-Based Activities Designed to Promote Student Wellness**

    a. Students will be provided sufficient time in which to eat school-provided meals.

    b. The district’s lunchrooms will be attractive and well-lighted.

    c. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district’s requirements and criteria for the use of facilities.

4. **Nutrition Guidelines**

a. Food providers will take measures to ensure that student access to foods and beverages meet federal, state and local laws and guidelines.

b. Food providers will offer students a variety of age appropriate healthy food and beverage selections for elementary schools, middle schools and high schools.

5. Community Advisory Committee

a. The superintendent of schools shall create a community advisory committee which will include at least one member from each of the following groups: parents, teaching staff, food service staff, students, and the community at large.

b. The committee will meet at least twice during the 2005-06 school year. The committee will be chaired by the district's head cook.

c. The committee will review this policy, suggest possible revisions, and submit its suggestions to the board of education.

d. The head cook is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The head cook will submit a report to the board on the district's progress in implementing this policy.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5053
Self Management of Diabetes or Asthma/Anaphylaxis

Upon receiving the written request of a student's parent or guardian and the written authorization by the student's physician, the school district will work with the parent or guardian in consultation with the physician to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis (referred to herein as "medical condition").

The plan for a student with diabetes will (a) identify the health care services the student may receive at school, (b) evaluate the student's understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student's self management by an appropriately credentialed health care professional, and (d) be signed by the student's parent or guardian and the physician responsible for the student's medical condition.

The plan for a student with asthma or anaphylaxis will (a) identify the health care services the student may receive at school, (b) evaluate the student's understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student's self management by an appropriately credentialed health care professional, (d) include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student, (e) include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication, and (f) be signed by the student's parent or guardian and the physician responsible for the student's medical condition.

The plan will permit the students to self-manage his or her medical condition in any part of the school or on school grounds during any school-related activity, or in a private location. The parent or guardian of a student for whom such a medical management plan has been developed shall sign a statement acknowledging that (a) 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 medical condition and (b) the parent or guardian will indemnify and hold harmless the school district and its employees and agents against any claim arising from a student's self management of his or her medical condition. The student's parent or guardian will be personally responsible for any and all costs associated with any injury to school personnel or another student resulting from the a diabetic student's misuse of necessary medical supplies.

The district may prohibit a student from possessing medical supplies for self-management and may establish other necessary and appropriate restrictions or conditions when the district determines that the student has endangered himself,

herself, or others through misuse or threatened misuse of such medical supplies. The district will promptly notify the parent or guardian of any such prohibition, restriction, or condition.

5055
Student Bullying

In order to promote a safe and civil school environment, this district prohibits students from engaging in bullying behavior. Bullying behavior is defined as the use of verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, e-mailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person.

A student who engages in bullying behavior on district property, in a vehicle owned, leased, or contracted by the district being used for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be subject to discipline including, but not limited to, long-term suspension and expulsion.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

The extent of the disciplinary consequences will depend on the frequency, duration, severity, and effect of the bullying behavior.

EMERGENCY RESPONSE TO LIFETHREATENING
ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)
DEFINITION: Life-threatening asthma consists of an *acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.*

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or *medication*, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR**. Immediate allergic reactions may require emergency treatment and medications.
LIFETHREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck “sucked in”)
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunchedover position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reactions, the more severe the reaction may become. Any of the symptoms present requires several hours of monitoring.

- skin: warmth, itching, and/or tingling of underarms/groin, flushing, hives
- Abdominal: pain, nausea and vomiting, diarrhea
- Oral/Respiratory: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate,ventricular fibrillation (no pulse)
- Mental status: apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

1. **CALL 911**
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol
3. Check airway patency, breathing, respiratory rate, and pulse
4. Administer medications (EpiPen and albuterol) per standing order
5. Determine cause as quickly as possible
6. Monitor vital signs (pulse, respiration, etc.)
7. Contact parents immediately and physician as soon as possible
8. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility

STANDING ORDERS FOR RESPONSE TO LIFETHREATENING ASTHMA OR ANAPHYLAXIS:

- Administer an IM EpiPenJr. for a child less than 50 pounds or an adult EpiPen for any individual over 50 pounds
- Follow with nebulized albuterol (premixed) while awaiting EMS. If not better, may repeat times two, backtoback
- Administer CPR, if indicated

_____ _____
(PHYSICIAN) Date (PHYSICIAN) Date

_____ _____
(PHYSICIAN) Date (PHYSICIAN) Date

Bus Emergency Incident Report

Driver Name: _____

Date of Incident _____ Time of Incident _____

Location of Incident _____

Describe exactly what happened in chronological order: (Attach additional pages if necessary.)

I certify that the foregoing is true and correct to the best of my knowledge:

_____ _____

Signature Date

Attendance Affidavit of Parent/Guardian

I, **(print name)** _____, am the parent or legal guardian of **(print child's name)** _____, and have legal authority to make education decisions regarding the child. My child resides in the _____ Public School District but will not be enrolled in and regularly attend a public, private, denominational, or parochial day school which meets the requirements for legal operation in chapter 79 of the Nebraska statutes for the following reason **(complete only the relevant section).**

Alternative Educational Arrangements for Six Year-Olds

I certify that the child was born on **(date of birth)** _____, and will not reach 7 years of age prior to January 1 of this school year. I am not enrolling the child for this school year because **(check one)**:

____ The child is participating in an education program that I believe will prepare the child to enter grade one for the following school year.

____ I intend the child to participate in a school which has elected or will elect, pursuant to section 79-1601 of the Nebraska statutes, not to meet accreditation or approval requirements; and I intend to provide the Commissioner of Education with the required statement to that effect on or before the child's seventh birthday.

Disenrollment of Five Year-Olds

I certify that the child was born on (date of birth) _____, and will not reach the age of 6 years of age prior to January 1 of this school year. I am disenrolling the child for this school year for the following reason:

_____

_____

Disenrollment of Child Between 16 and 18 Years of Age

I certify that the child was born on (date of birth) _____, and is between the ages of 16 and 18. I authorize and direct the school district to discontinue the child's enrollment pursuant to section 79-201(3)(d) of the Nebraska statutes.

Notarized signature required for all sections:

Printed Name: _____

Relationship to Student: _____

Address: _____

_____

Phone Number: (_____) _____

Signature:_____

COUNTY OF _____)
) ss.
STATE OF NEBRASKA)

Signed in my presence and sworn to this ___ day of _____, 200__.

_____
Notary Public

I:\3\7613\policies\services\5000\Disenroll Form.doc

Student Fee Waiver Application

The school district will waive certain fees for students who qualify for free and reduced lunches under the income guidelines of the United States Department of Agriculture. If you would like the school district to waive specific student fees for your student, you must fill this form out in its entirety and submit it, along with any required documentation, to the office of the Superintendent of Schools.

Part 1: Name of the student on whom=s behalf you are requesting a fee waiver:

_____

Part 2: Specific fee(s) for which you are requesting a waiver:

_____

_____

Part 3: Eligibility. Select ONE of the following:

G Check here if your student is eligible for fee waivers because he or she is a foster child. Please attach official documentation from the agency sponsoring the child.

G Check here if your student is eligible for fee waivers because you receive Food Stamps, FDPIR or TANF for the child. Please attach a copy of one of the following:

☐ A Food Stamp, FDPIR or TANF Certification Notice that shows dates of certification

☐ A letter from Food Stamp or Welfare Office confirming your receipt of Food Stamps, FDPIR or TANF

☐ An ATP (Authorization to Participate) card with an expiration date. Do not send your EBT card

G Check here if your student is eligible because your household income is less than 180% of poverty level. Please complete the following:

Name (list everyone in your household)	Last month=s income and how often it was received Example: $100/monthly $100/twice a month $100/every other week				Check if no income
	Earnings from work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security	Other	
	_____/ _____	____/ _____	____/ _____	____/ _____	
	_____/ _____	____/ _____	____/ _____	____/ _____	G
	_____/ _____	____/ _____	____/ _____	____/ _____	G
	_____/ _____	____/ _____	____/ _____	____/ _____	G
	_____/ _____	____/ _____	____/ _____	____/ _____	G
	$_____/ _____	$_____/ _____	$_____/ _____	$____/ _____	G

Please attach documents verifying the amount of money your household received last month from each source. The documents you provide must show the name of the person who received the income, the date it was received, how much was received and how often it was received.

Acceptable documentation includes:

Jobs: current paycheck stub or pay envelope that shows how often pay is received; letter from employer stating gross wages and how often they are paid; or business or farming papers, such as a ledger or tax books.

Social Security, Pensions, or Retirement: A notice of eligibility from state employment security office, check stub, or letter from Workers= Compensation Court.

Welfare Payments: A benefit letter from a welfare agency.

Child Support or Alimony: A court decree, agreement, or copies of checks received.

Other income (such as rental income): Information that shows the amount of income received, how often it is received, and the date received.

No income: A brief note explaining how you provide food, clothing and housing for your household and when you expect an income.

Part 4. Signature and Verification
An adult household member must sign this application.

PLEASE READ THIS CERTIFICATION BEFORE SIGNING:

I certify that all information on this application is true and that all income is reported. By my signature on this document, I give school authorities permission to disclose my student's eligibility for fee waivers to school personnel as necessary to effect the fee waiver. I understand that any clothing, equipment, or other materials used by my student during his or her participation in the activity for which student fees have been waived are and will remain the property of the school district.

Sign: _____
Date: _____

NOTICE OF PARENTAL RIGHTS

The Family Education Rights and Privacy Act (FERPA) provides parents and guardians certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the day the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If you believe one of your student's records is inaccurate, you should write the school principal, clearly identify the part of the record you want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested, it will notify you of the decision and advise you of your right to a hearing regarding the request for amendment.

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children.

Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if it were disclosed. For example, an athletic program that lists the names of team members and their heights and/or weights and an academic program that lists the names of students receiving academic awards both contain directory information. So do other school district publications and the district's web site. Directory information includes the following information about a student:

· Name	· Major field of study
· Address	· Telephone number
· Date and place of birth	· Participation in activities and sports
· Dates of attendance	· Degrees and awards received
· The image or likeness of the student in pictures, videotape, film or other medium	· Weight and height of members of athletic teams
· Certain class work intended for publication on the Internet	· Most recent previous school attended

Directory information about your student(s) can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include,

but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless parents have notified the school district that they do not want this information disclosed without prior written parental consent.

You have two options:

If you *DO NOT OBJECT* to the disclosure of directory information about your student, you do not need to do anything.

If you *OBJECT* to the disclosure of any directory information about your student, you should write a letter to the principal at the building where your student(s) attend(s) school. This letter should specify the particular categories of directory information that you do not wish to have released about your child or the particular types of outside organizations to which you do not wish directory information to be released. This letter must be received by the school district no later than _____.

Non-directory Information. Please be aware that all of the other personally identifiable information about your student(s) that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except: (1) in accordance with the provisions of FERPA and regulations, (2) in accordance with state statutes and regulations, or (3) in accordance with your written instructions.

Internal Use of Information. Whatever choice you make, the school district will be able to use this directory information for internal school purposes and to share it with other education institutions in accordance with law.

Transfer of Records Upon Student Enrollment. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform you when it makes a disclosure under this provision.

Complaints. You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Application for Part Time Enrollment

I, **(print name)** _____, am the parent or legal guardian of **(print child's name)** _____, and have legal authority to make education decisions regarding the child. My child resides in the _____ Public School District and seeks to be enrolled in _____ Public Schools as a part-time student. My child seeks enrollment in the following courses*:

_____

_____

_____

_____

*if the course is a sequential course (e.g. Spanish III), please include an explanation of the child's preparation to enroll in the course

I understand that my child's ability to enroll in the course(s) above is subject to (1) board policies governing the admission of students; (2) course capacity; and (3) scheduling constraints. I further understand that my child must comply with all rules and regulations of the school district, the directives of its staff, and the policies of its board of education. Should my child fail to comply with the above, he/she will not be allowed to continue in part-time enrollment.

Notarized signature required:

Printed Name: _____

Relationship to Student: _____

Address: _____

_____

Phone Number: (_____) _____ Date _____

Signature:_____

COUNTY OF _____)
) ss.
STATE OF NEBRASKA)

Signed in my presence and sworn to this ___ day of _____, 200__.

_____
Notary Public

I:\3\7613\policies\services\5000\parttime enroll.doc

Protection of Pupil Rights Amendment (PPRA) Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. §1232h, requires the school district to notify you and obtain consent or allow you to opt your child out of participating certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

The following list of activities requiring parental notice and consent or opt-out for the upcoming school year is not exhaustive. If surveys and activities are scheduled after the school year starts, the school district will provide parents, within a reasonable period of time prior to the administration of the surveys and activities.

This is a sample dealing with a survey requesting protected information. You will need to complete the form using information for your district's specific activities.

Date: On or about October 31, 2005
Grades: 7th and 8th
Activity: Survey of At-Risk Behaviors

Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a

demographic nature concerning family make-up, the relationship between parents and children and use of alcohol in the home.

If a survey of this nature is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the written consent of a student's parent(s) before the student participates in the survey.

Consent: A parent must sign and return the attached consent form no later than _____ so that your child may participate in this survey.

If a survey of this nature is funded by any source other than the U.S. Department of Education, the school district must simply provide parents the opportunity to opt out of the survey.

Opt-out: Contact _____ at _____ no later than _____ if you do not want your child to participate in this survey.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to _____, at _____. He/she will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before they are administered to your student.

I, _____, give my consent for _____ to take the Survey of At-Risk Behaviors on or about October 31, 2005.

Please return this form no later than _____ to the school at _____.

This is a sample notifying parents of physical exams and health screenings. You will need to complete the form using information for your district's specific activities.

Date: On or about October 31, 2005
Grades: 9- 12
Activity: Flu Shots

Summary: The county health department will administer flu shots for influenza types A and B. Students will be examined for evidence of illness before administration of the immunizations.

Opt-out: Contact _____ at _____ no later than _____ if you do not want your child to participate in this survey.

We have not included a sample notifying parents of marketing because most school districts only provide vendors with directory information about students. If your school district provides vendors with additional information (for example, student social security numbers), please contact us and we will assist you in drafting a PPRA notice for that activity.

STATEMENT OF LAW ENFORCEMENT OFFICER RELATING TO REMOVAL OF CHILD FROM SCHOOL PREMISES WHO IS BELIEVED TO BE THE VICTIM OF CHILD ABUSE

I, _____ (printed name of law enforcement officer) certify that I am a law enforcement officer employed by _____ (printed name of law enforcement agency). I certify that I am removing _____ (printed name of child being removed from school premises) because the child is believed to be the victim of child abuse. I acknowledge that I have been provided with the address and telephone number of the child's parent or guardian by school officials. I also acknowledge that I am familiar with and will comply with the obligations imposed on me by NEB. REV. STAT. § 79-294, which is set forth below:

> When a principal or other school official releases a minor student to a peace officer as defined in section 49-801 for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parent or guardian. The peace officer shall take immediate steps to notify the parent, guardian, or responsible relative of the minor that the minor is in custody and the place where he or she is being held. If the peace officer has a reasonable belief that the minor would be endangered by a disclosure of the place where the minor is being held or that the disclosure would cause the custody of the minor to be disturbed, the peace officer may refuse to disclose the place where the minor is being held for a period not to exceed twenty-four hours. The peace officer shall, however, inform the parent, guardian, or responsible relative whether the child requires and is receiving medical or other treatment. The juvenile court shall review any decision not to disclose the place where the minor is being held at any subsequent detention hearing.

Date: _____ _____

Signature of Law Enforcement Officer

Time: _____