



Osmond Community School
202 West Prairie Rd.
P.O. Box 458
Osmond, NE 68765

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School Motto:
"Learners Today, Leaders Tomorrow"

Mr. David Hamm
Superintendent

Mrs. Jane Brummels
Elementary Principal

This Handbook Belongs To:

Name_____

Address_____

City/State_____ Zip_____

Phone_____ Grade_____

2014-15 Osmond Community School
Student-Parent Handbook Table of Contents

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OSMOND COMMUNITY SCHOOL 2014-2015 CALENDAR

| | | |
|----------------|-------|---|
| August | 11-12 | Teacher In-Service |
| | 13 | First Day of School -- Dismiss at 1:30 p.m. |
| September | 1 | No School - Labor Day |
| | 10 | Mid-Quarter Cut Off -- (20 days) |
| | 19 | Teacher In-Service -- Dismiss at 1:30 p.m. |
| October | 10 | End 1st Quarter (42 Days) |
| | | Teacher In-Service -- Dismiss at 1:30 p.m. |
| | 13 | Begin 2nd Quarter |
| | 20 | No School - P.T. Conf. (12:30-8:00 p.m.) |
| | 31 | No School - Fall Break |
| November | 14 | Teacher In-Service -- Dismiss at 1:30 p.m. |
| | 14 | Mid-Quarter Cut Off -- (23 days) |
| | 26 | Dismiss for Thanksgiving - 1:30 p.m. |
| | 27-28 | No School - Thanksgiving Break |
| December | 5 | Teacher In-Service -- Dismiss at 1:30 p.m. |
| | 19 | End of 2nd Qtr/1st Sem (46/88 Days) |
| | | Dismiss for Christmas - 1:30 p.m. |
| Dec 20 – Jan 4 | | No School - Christmas Break |
| January | 5 | School Resumes -- Begin 3rd Qtr./2nd Sem. |
| | 22 | No School - Teacher In-Service |
| February | 6 | Mid-Quarter Cut Off -- (24 days) |
| | 20 | Teacher In-Service -- Dismiss at 1:30 p.m. |
| March | 6 | No School - Girls State Basketball |
| | 12 | End 3rd Quarter (47 Days) |
| | 13 | No School - Boys State Basketball |
| | 16 | Begin 4th Quarter |
| | 23 | Teacher In-Service -- Dismiss at 1:30 p.m. |
| April | 2 | Dismiss for Easter - 1:30 p.m. |
| | 3 | No School - Easter Break |
| | 6 | No School - Easter Break |
| | 17 | Mid-Quarter Cut Off -- (23 days) |
| May | 1 | Teacher In-Service -- Dismiss at 1:30 p.m. |
| | 6 | Seniors Last Day |
| | 9 | Graduation - 2:00 p.m. |
| | 20 | Last Day of School -- Dismiss at 1:30 p.m. |
| | | End 4th Qtr/2nd Sem (45/92 Days) |
| | 21-22 | Teacher In-Service/Check-Out |

TOTAL SCHOOL DAYS = 180 TOTAL TEACHER CONTRACT DAYS = 185

Notice of Nondiscrimination

The Osmond Community School District 42R does not discriminate on the basis of race, color, national origin, gender, disability, marital status or age in admission or access to, or treatment of employment in, its programs and activities. If you feel you have been discriminated against, or have inquiries regarding grievance activities, or compliance with Title IX, Title VI, or Section 504, contact the Superintendent of Schools, Box 458, Osmond, NE 68765 (402) 748-3777.

Forward

Welcome to Osmond Community School. Our goal is to accept each one of you at your level of maturity and ability and to help you gain skills and knowledge. We encourage you to make some goals for the year, plan a course of action, and concentrate your efforts on achieving those goals. Please become familiar with this handbook. It has been approved by the Board of Education, School District 42R. As a citizen of this school, you are expected to follow the rules and regulations established for the welfare of the entire student body.

Philosophy and Objectives

The philosophy of the Osmond Community School system is to provide an educational process related to the personal requirements of the individual student and community it seeks to serve. The fundamental purpose of the school is to challenge students to discover and develop the desire for knowledge and skills in preparation for their responsibilities in a free and democratic society. The principles upon which this growth will be based are:

- ◆ Learning as a life-long skill
- ◆ Respect for self and others in a multi-cultural society
- ◆ Development of responsible citizens
- ◆ Problem solving skills
- ◆ Recognition of our global interdependence
- ◆ Ability to locate and utilize information
- ◆ Appreciation of the arts and sciences
- ◆ Development of vocational and career opportunities

Students' Rights, Rules and Responsibilities

We know that conflicts will happen among students and between students and staff members. Individual student rights and responsibilities must be clearly defined so that an orderly process for discussing and resolving these differences may be established.

You have the right: (1) to be respected as an individual, (2) to receive the benefits of all school services, (3) to attend a school that is clean, comfortable, safe and adequately equipped, (4) to have an opportunity to be involved in student government, (5) to express yourself without violating others' rights, (6) to have access to printed copies of school regulations, and (7) to expect rules to be reasonable and consistently applied.

You are responsible for: (1) knowing and obeying school rules, (2) respecting and submitting to the authority of the school staff, (3) applying yourself to the best of your ability to the learning tasks assigned, (4) attending school regularly and punctually, and (5) using school facilities and equipment carefully. This book should be used every day to help you plan your time and activities, as well as give you information about school rules and expectations. No student handbook can cover all potential situations that may arise. The administration reserves the right to handle any and all situations and/or conflicts not covered in this handbook.

PROCEDURES

Beginning of the Day

The school day will begin at 8:15. Students will enter the building through the south door of the main entrance and report to the lunch room immediately. The south doors will not be open. Staff supervision of the lunch room will begin at 7:50. Students will sit at a table in the lunchroom until they are dismissed to their classroom at 8:15. If a student enters after 8:15, they must report to the principal's secretary before going to the classroom.

Leaving the Building During the Day

You are not to leave the building during the day without permission from the principal's office. Anyone who is outside without permission will be subject to administrative discipline. When permission is obtained, the student must sign out in the office.

Time Schedule

| | |
|---------------|--|
| 7:50 am..... | Breakfast offered to elementary students |
| 8:15 am..... | Classes begin for elementary students |
| 11:00 am..... | Elementary lunch break |
| 3:25 pm..... | Dismiss bus riders |
| 3:27 pm..... | Dismiss rest of student body |

Student Lunch and Breakfast

Students in grades 5-12 only may purchase a second helping of the main dish for an additional \$1.00. This applies to students whether or not they receive free or reduced meals. Breakfast price is \$1.60 and lunch is \$2.40. Additional milk may be obtained in the lunch line and will be placed on the monthly billing. No money will be handled in the lunch line. Afternoon milk is available to lower elementary grades K-3. Since it is not part of the free and reduced lunch program, students will be billed per day if they choose to participate. The breakfast program is served to elementary students from 7:50 to 8:10.

School Lunch Policy

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

All students in grades K-12 will pay their lunch/breakfast bills at the beginning of each month. By the first day of school, all students, K-12, are requested to pay \$55.00 to cover beginning lunch balance. This family lunch account is a pre-paid account and a positive balance must be kept. Families will receive an updated account balance at the end of each month.

Lunch Charge Policy

It is the policy of Osmond Community School that students paying full price or reduced price for meals maintain a positive balance in the school lunch fund. However, circumstances may arise that cause a student(s) to incur a negative balance. In such cases, Osmond Community School has a limited charge policy. Once a student(s) has incurred a negative balance, Osmond Community School will allow that student(s) to charge 3 additional meals. These additional meals will EXCLUDE second servings of the main dish, any items on the salad bar, and additional milk. If a negative balance remains after 3 "charged" meals, no food or milk will be provided by the school unless prior arrangements have been made with school administrators.

NOTE: If a student with an unpaid balance brings enough money for one meal, the child must be served a

meal that day.

Students receiving free lunches receive the meal and ONE milk at no charge. Additional milk (i.e. snack time) will be at a cost of \$0.30.

Fines for Lost or Damaged Items

The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for damage beyond normal wear to the materials needed in a course, for overdue school materials, or for misuse of school property. The charges shall not exceed the actual cost of the materials or equipment that is damaged.

Medication Policy

School personnel will dispense non-prescription medications to students (aspirin, Tylenol, cough medicine, cough drops, etc.) **only if** all medications are brought in their original package or bottle and accompanied by written permission from parent/guardian allowing the school to give the medication.

Any student who is required to take prescribed medication during the regular day should do so in compliance with these regulations:

1. A written order form from the physician with the drug, dose, time interval when the drug is to be taken, and diagnosis or reason the medicine is needed, must be completed and given to the school office.
2. The parent or guardian should provide a written request that the school district comply with the physician's orders.
3. Medication should be brought to school in a container appropriately labeled by the pharmacist or physician.
4. Medication brought to school should be brought to the school office for safekeeping until such time as it is needed.

Students who are in possession of medication or drugs and do not comply with the above regulations are subject to disciplinary action as stated in the handbook. These are guidelines designed by the Committee on School Health of the American Academy of Pediatrics. They are safety precautions for the children.

Telephone/Cell Phone Usage

The office telephone is a business phone and should be used for emergencies only. You need to tell your parents, guardians and friends that the school discourages telephone calls during the school day. Students will not be called from classes to answer the phone. The hallway phone is available for all students to use. It should be used only for important calls and not last more than a couple of minutes. Cell phones are not permitted in school. Classroom teachers may limit the number of calls made by students for "forgotten" items.

Visitors

Parents and alumni are encouraged to visit the Osmond school building. They should notify the office prior to such a visit. Students will not be allowed to bring in guests without permission from the principal. All guests and visitors must report to the principal's office first.

Bulletin and Announcements

All notices of social, athletic and general events for the day and specific instructions are read during first period each morning. Daily announcements may be found on the OHS web site, www.osmondtigers.org. All announcements need to be turned into the office by 2:30 p.m. on previous day. Special notices will be placed in the hallways from time to time. These notices must have the approval of the principal and can only advertise school events.

Student Council

The elementary student council is an organization formed to improve the school environment, resolve problems, promote school spirit, and encourage community service. The council sponsors activities such as

choosing events to encourage school spirit in the elementary, raising money for playground equipment and other materials, and discussing concerns in the school. Two students from each classroom, grades 3 through 6, are chosen to serve on the student council. They often meet outside the regular school day.

Transportation to School-sponsored Activities

The school will provide transportation for participants to school-sponsored activities. Students are required to ride the transportation both ways unless the parent transports the student home or signs a waiver for an approved person, 21 years or older, to transport.

School Cancellations

Parents will be notified of school cancellations/late starts, due to bad weather, via our school messenger system, with an automated phone call. In addition it will be announced on radio stations WNAX-Yankton, KEXL-Norfolk, US92-Norfolk, WJAG-Norfolk and KNEN-Norfolk; and television station KTIV-Channel 4, Sioux City. The initial notification will be called in by 7:00 a.m. If you are in doubt about school being held, please listen to these stations (especially KTIV Alert 4) and do not call the school since it would tie up the phone in time of emergency.

Fire Drills

Fire drills will be held once a month. It is important that the following guidelines are followed during a fire drill:

1. Do not allow students to carry any objects when departing from the building.
2. Shut all of the windows in the room and close the door when leaving.
3. Have the first student outside the door hold the door open for the rest of the students.
4. After leaving the building, students should be taken away from the building at least 75 feet.
5. Do not allow students to run when leaving or reentering the building.
6. Students should leave the building from the following exits:

| | |
|-------------------------|---|
| Northeast Door | Room 20, Room 21, Room 19, Room 17, Room 22, Room 24, Room 26 |
| Main Entrance-Northeast | Room 10, Room 11, Room 12, Room 14, Room 13, Room 16, Room 18, Gymnasium, Room 48, Room 49, |
| Northwest Door | Room 29, Room 32, Room 33, Room 35, Room 37, Room 39, Room 34, Room 30, Room 28 |
| Southwest Door | Room 40, Room 42, Room 44, Room 46, Room 50, Room 52, Room 54, Room 55, Room 56 |
| Southeast Door | Room 1, Room 2, Room 4, Room 6, |
| Main Entrance-Southeast | Room 6, Room 8, Room 9 |

Tornado Drills

In the event of a tornado or a tornado drill, classes will report to the following areas. Tornado drill procedures should be posted in every classroom in the school building.

| | |
|----------------------|-------------------------------------|
| East Girls Restroom | Kindergarten, 1st Grade |
| East Boys Restroom | 3rd Grade, 2nd Grade |
| West Boys Restroom | 4th Grade, Chapter |
| West Girls Restroom | Multi-Purpose, 5th Grade, 6th Grade |
| Principal's Office | Room 10, Room 13 |
| Old Boys Locker Room | Room 16, Room 18, Room 20 |
| New Boys Locker Room | Room 21, Room 22, Room 24 |
| Art | Room 26 |

| | |
|-----------------------|---------------------------|
| Music Practice Rooms | Room 32 |
| Special Ed Room 33 | Room 34, Room 35 |
| New Girls Locker Room | Room 40, Room 42 |
| Old Girls Locker Room | Room 44 |
| Main Boys Restroom | Room 46, Room 48, Room 50 |
| Main Girls Restroom | Room 49, Gym |

ATTENDANCE

Elementary Attendance Policy

Regular and punctual attendance is crucial to success in school and is a parental responsibility. Students are responsible for making up work missed when absent.

State law requires that all children attend school regularly. State statute 79-209 says that a student's absences shall not exceed 5 days in a quarter, or 20 days cumulative in a year. If a student misses more than 5 days per quarter a letter will be sent to parents. If the student exceeds 20 days cumulative in a year, the county attorney will be notified.

If there is an emergency or special circumstances that prevent a student's attendance, the parent needs to contact the school, and an agreement will be reached.

Attendance Procedures

1. Parents are requested to call the school secretary by 9:00 AM when their child is absent from school.
2. If a student should become ill during school, a parent will be notified and expected to pick up their child. When a student has a fever, has vomited, or is injured a parent will be contacted.
3. If you know ahead of time that your child will have to miss school, please send a note informing the teacher, or contact the office ahead of time so homework can be arranged.
4. Students must be in attendance the last four periods of the school day to participate in school activities. Special permission may be granted by the principal. It is also expected that if a student is not at school because of an illness, they will not attend extracurricular activities that evening.
5. Students who return to school after an absence must bring a written explanation to the office. It should be signed by the parent/guardian and list the date and the reason for the absence. A note is required, regardless of the reason for the absence.
6. Out-of-school suspension from school will count against a student's attendance record. During such suspension, students will be allowed an opportunity to complete assignments on their OWN time. Students WILL NOT be allowed to do assignments from the suspension during class time. In-school suspension will not count against a student's attendance record.

Tardies

There is usually no excuse for being tardy. If you arrive late to school, report to the office immediately before going to your classroom.

ACADEMIC ISSUES

Report Cards

Report cards are issued at the end of each nine-week period. They will be passed out about one week after the grading period ends. Parents will also receive a progress report at the mid-point of each nine weeks.

Grading System

The grading system is as follows:

- A = 93-100
- B = 85-92
- C = 77-84
- D = 70-76
- F = Below 70 - Failing

Student Cumulative Records

Osmond Community School keeps a cumulative record file for each student who enrolls in the school. This cumulative folder contains family background information, health data, scores on standardized intelligence, achievement and aptitude tests, records of academic work completed and grades received, attendance data, results of examinations given by ESU 8, and other such materials.

Both (a) parents of students under 18 years of age and (b) students 18 years or more in age have legal authority to review and inspect their individual cumulative record maintained by the school. Inspection of such records must be done within the office of the superintendent, principal, or guidance counselor and during normal school hours.

Individuals qualified to view student records may request deletion of "inaccurate, misleading, or otherwise inappropriate data contained therein" by filing a written request for a hearing with the superintendent, principal and guidance counselor. Forms for this purpose shall be available in the administrative offices.

Student cumulative records may be viewed by school officials and teachers who have legitimate educational interests.

Furthermore, Osmond Community Schools shall require that parents of students under 18 or that students 18 or more years of age shall give permission in writing:

- (1) Before a third party shall be allowed to view their cumulative records; or
- (2) Before any portion of their cumulative records shall be released to another educational agency, for example, Wayne State College; or,
- (3) Before cumulative records will be forwarded to another school to which the individual is transferring.

Forms entitled "Release Form for Student Records" to be used for the above purposes are available in the administrative offices for your convenience.

Testing

Included in the testing program at Osmond Community School are measures of mental ability, interest and achievement. The value of these tests is the objective information they provide in regard to your progress and in identifying your strengths and weaknesses. These test results are summarized and may be interpreted to you and your parents in order that a realistic and effective program of courses and activities may be arranged to meet your needs.

Testing area:

- A. Achievement
 1. NWEA-Measures of Academic Progress (MAP)
- B. Diagnostic Test
 1. DIBELS Next
 2. STARS Reading Test
- C. Special Services
 1. Psychological and Academic Testing

Attention Parents – Testing and Surveys

Federal laws and regulations **REQUIRE** the Osmond Community School District 42R to advise you of

your Parental/Guardian Rights. Please contact the school office if you need clarification or wish to exercise your right to know.

Parents/Guardians you have the option/rights to:

- 1) Information on the professional qualifications of your child's teacher.
- 2) Request to inspect any third-party surveys of students before they are administered, including policies to protect student privacy if the survey delves into certain sensitive subjects identified in the law.
- 3) Request to inspect any instructional material used in the curriculum.
- 4) To review the administration of any physical examinations or screenings the school may administer.
- 5) To review the collection and use of personal information collected from students for the purpose of marketing that information (except for the purpose of developing educational products or services).

Parents/Guardians you may also opt your student out of the following activities:

- 1) The collection or use of personal information gathered from students for the purpose of marketing that information (except for the development of educational products or services).
- 2) The administration of any survey that delves into the sensitive subjects identified in the law.
- 3) The administration of any non-emergency, invasive physical examination or screening that is not otherwise permitted or required by State law, including those without parental notification.

Guidance Services

Guidance services are available for every student in the school. The "Character Counts" program is used to stress the importance of values and how they can be used at home, in school and in the community. The program includes sessions on kindness, honesty, respect, responsibility, fairness, caring trustworthiness, and citizenship. A unit on Drug and Alcohol Awareness is presented to coordinate with Red Ribbon Week in October and Alcohol Awareness during the month of April. The guidance counselor is also available to discuss your problems and concerns.

Student Assistance Team

The student assistance program is designed to help students succeed in the school setting and improve the quality of their lives. There are three types of intervention utilized within the student support system: Prevention, Correction and Remediation.

Prevention

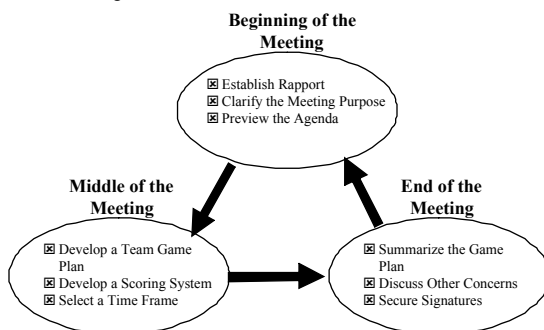
To avoid student performance difficulties and to help assure mastery of skills necessary to become a lifelong learner, teachers implement five steps of prevention. Over a one to two week preparation period, teachers enhance the chances of student success by working through the following steps:

1. State the expected performance goal behaviors. Teachers explain what each goal means to them and describes why the goal is important for each student. There are six student performance goals:
 - Arrive to class on time and prepared
 - Use work time appropriately
 - Complete assigned tasks on time
 - Demonstrate respect for people and/or property
 - Follow staff directions the first time
 - Show mastery of academic objectives
2. Teach the expected performance goal behaviors. Teachers explain how students should perform each goal behavior successfully.
3. State the tolerance for misbehavior or error. Teachers explain the extent to which student misbehavior or academic error will be tolerated in the classroom.
4. Provide practice opportunities. Teachers provide students with time to practice the performance of the goal behaviors in the classroom.
5. Provide performance feedback. Teachers provide students with feedback so they understand the accuracy of their performance before discipline policy is implemented.

Correction

To correct student performance difficulties so the student will gain mastery of essential skills teachers will implement three steps:

1. **Teacher-Student Problem Solving.** When a student fails to perform a goal behavior after a teacher's leniency is used up, a student may receive a consequence and will meet with the teacher to informally problem solve and reteach the desired goal behavior. If a student fails to perform a goal behavior a second time for a particular teacher, a student may receive a consequence and will meet with the teacher to informally problem solve and reteach the desired goal behavior.
2. **Level I Parent-Teacher-Student Problem Solving.** If a student fails to perform a goal behavior a third time for a particular teacher, a parent will be contacted so a Performance Improvement Planning meeting can be scheduled. The student is expected to attend the parent-teacher problem-solving meeting along with the appropriate SAT member if asked. The purpose for a parent-teacher problem solving meeting is to develop an action plan to resolve the student's difficulty. During this meeting, parents, teachers and students identify the problem, generate solution ideas, develop a home-school action plan, select an indicator of plan success, assure that each participant understands their part in the plan, and select a time to review the plan. The meeting can be illustrated as follows



3. **Level II Student Assistance Team (SAT) Problem Solving.** If a student continues to struggle performing goal behaviors after the Level I plan has been implemented, the Level I team may decide it is necessary to refer the problem situation to Level II for problem solving. The Student Assistance Team is composed of the parent, student, classroom teacher and pre-selected staff members. During this meeting, team members identify the problem, generate solution ideas, develop a home-school action plan, select an indicator of plan success, assure that each participant understands their part in the plan, and select a time to review the plan. The Level II meeting agenda is identical to the one stated above.

Remediation

If a student continues to experience behavior or academic difficulties after the corrective steps have been taken, a student may be referred to Level III for intense problem solving. The purpose of Level III problem solving is to identify the appropriate educational setting and/or curriculum for the student with the problem situation. Contact an administrator to gather additional information about Level III problem solving.

If any student, parent or teacher would like a referral, please see any SAT member and they will explain the procedure.

BEHAVIOR ISSUES

Discipline

The few rules we have are made for the benefit of the whole school and not for individuals. Each teacher will post classroom rules during the first week of school. The right to remain in a class or in school will be based on individual conduct throughout the school day and at school-sponsored activities. If you are asked to stay after school or come in before school by a teacher and you do not do it, you will then be kept in for two nights instead of one. All teachers have authority to discipline all students at any school activity or at anytime on school grounds.

Prohibited Conduct

1. All felonies
2. Alcohol or drug-related misdemeanors
3. Use or possession of tobacco or tobacco products

Bullying

In order to promote a safe and civil school environment, this district prohibits students from engaging in bullying behavior.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation and harassment. Bullying is defined as any ongoing pattern of physical, verbal or electronic abuse on school grounds, in a vehicle owned, leased or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

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 the effect of the bullying behavior.

Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. The school district shall review the anti-bullying policy annually.

Ejection from Class

If you are sent from a classroom as a disciplinary action, you are to report to the elementary principal's office. If no one is in that office, you should report to the secondary principal's office and notify the secretary that you need to see the principal. Ejection from any class may result in an after-school detention and/or a conference with the parent.

Dress and General Appearance

Good grooming and appearance is important. Take pride in your personal appearance. To assist you in this area, the following are expectations during school or at school-sponsored activities (administration discretion on time lines):

1. Shorts should exceed fingertips when arms are at side; be appropriate for a school setting; must be worn at or above the hips, and underclothing should not be visible at any time.
2. Mesh shirts, tank tops, bare midriffs, and boxer shorts are not appropriate. All T-shirts, etc. must have sleeves and be in good repair; muscle shirts will not be allowed.
3. Hats, sunglasses and bandannas are not appropriate attire in the school building.
4. Clothes should be in good repair, and they should not glorify or bring attention to the use of alcoholic beverages, tobacco, and/or drugs.
5. All clothing should be appropriate for outside weather conditions.
6. Student dress and personal grooming shall not be so unusual as to create special attention.
7. No wallet chains are allowed.
8. No laser pens/pointers are allowed on school grounds without special permission from the principal.
9. Winter coats may not be worn during the school day and must be kept in your locker.

The impression you make is very important to you and your school. If your appearance causes a spectacle, interrupts classroom activities or embarrasses others, you will not be permitted to remain in school until the situation is corrected.

Public Show of Affection

Physical contact between students in the school or on school grounds is not allowed. This includes embracing, kissing, etc.

Care of School Property

Careful attention to the protection of school property is very important. This is your building. You are responsible for all books, lockers, desks and any other school property that is assigned to you. Loss of or any damage to school property will result in a fine and/or other penalty.

Care of Personal Property

Valuables are not to be left in unlocked lockers, dressing rooms, classrooms, etc. They should be checked in the principal's office, coach's office, or left with a student manager or teacher. This is your responsibility. Radios and cassette players are not to be brought into the building without prior administrative approval. Personal property brought to school is the responsibility of the owner. The school does not accept responsibility for lost, damaged, or stolen items.

Responsibility for Money

You are encouraged to bring only a minimum amount of money and NOT carry large sums of money while attending school or attending school activities. Fund-raiser or organization money should be turned in to your teacher or sponsor each day. If you keep it in your desk or locker, you will be held responsible for it.

Lockers

Lockers are assigned at the beginning of each school year. You are responsible for any damage to your locker.

Access to your locker is a legal right granted to school officials. That right may be used when, in the judgment of those officials, the welfare of students and other personnel appears to be threatened. Any illegal or dangerous object or substances discovered as a result of an inspection or search may be seized and retained by the district when the health, welfare and safety of the students may be threatened. Law officials may be notified.

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 and always.
- 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) Students may eat or drink on the bus at the discretion of the driver.

- 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) Students 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) Students must respect the rights and safety of others at all times and look to the safety of younger students.
- 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.

Hall Conduct

You are expected to greet and respond to your teachers and fellow students in a respectful manner. Students from Osmond Community School have established a good reputation during the years. When representing the school at any activity, conduct yourself in a manner that will leave a favorable impression of the school and the community of Osmond. This includes proper dress and grooming. Activity sponsors will decide what type of dress is required and you are expected to comply.

SCHOOL POLICIES

Student Fees Policy

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.

The complete policy is available for review in the superintendent's office.

Administrative Procedures

The principal will:

1. Obtain from law enforcement officials information that identifies students who were charged criminally or had a petition filed in juvenile court against them.
2. If the principal concludes the evidence supports the charge, he will confer with the student to inform him/her of the charge and the available information, give the student the opportunity to tell his/her version of the incident, weigh the evidence as to the offense, make a decision whether the student engaged in prohibited conduct, and then inform the student of the decision.
3. A contact in writing will be made, and, if possible, a verbal communication, informing the parent of the information and the decision. The written notification must include notice of the charge, the findings, the decision, and how the may appeal the decision if they choose.

Appeal Process

1. Any student, suspended from participation in co-curricular activities, may appeal the decision to the superintendent of schools. Any such appeal must be in writing and must be received by the superintendent's office within seven (7) calendar days of receipt of written notice of suspension.
2. If the student disagrees with the decision of the superintendent, he or she may appeal the decision to the board of education. Any such appeal must also be in writing and must be received by the secretary of the board of education within seven (7) calendar days of receipt of the written notice of the superintendent's decision.

Suspension of Pupils

Suspension from school is a temporary status in which a pupil may be placed at the discretion of the principal. Suspension includes exclusion from all school activities:

- (1) Short term: Up to (and including) five days.
 - a) in-school
 - b) out-of-school
- (2) Emergency: Immediate exclusion if the student has a dangerous disease, or his/her conduct presents a threat to the physical safety of the high school community, or is very disruptive.
- (3) Long term: More than five days, less than 20.
- (4) Expulsion: Remainder of the semester.

Suspension and Expulsion

Suspension and expulsion are extreme measures to be used only when all available school resources are unable to cope constructively with pupil misconduct. Board policy regarding suspension and exclusion of special education students will be followed. State statute provides the conditions and applicable procedures for each type of exclusion:

A. Short Term: Up to and including five (5) days.

1. Must make an investigation
2. May suspend after he/she determines it is necessary to help
3. Student must be given oral or written notice or charges, an explanation of the evidence against him/her, and an opportunity to present his/her version.
4. Within twenty-four (24) hours (or such time as is reasonably necessary) following suspension, the principal must:
 - a. Send a written statement to student, student's parents/guardians, describing the student's conduct or violation of rule.
 - b. Give reasons for action
 - c. Make a reasonable effort to confer with parents/guardians before or at the time student returns to school.
5. Suspension may be either in-school or out-of-school. In-school suspension will be used for first offense violations and for situations, at the discretion of the principal, when students display a cooperative

disposition and a positive attitude for improved behavior. Out-of-school suspension will be used in all other instances calling for suspension, as well as flagrant first-time violations. During an out-of-school suspension, students will be allowed an opportunity to complete assignments on their OWN time, such as during the suspension time at home, or in study hall. Students WILL NOT be allowed to do assignments from the suspension during class/class time. Time to complete assignments will be set by individual teachers, and it is the student's responsibility to get assignments before school, after school, or from other classmates for the out-of-school suspension.

In-school suspension shall mean the student reports to the principal's office at 8:10 a.m. and will remain in his office or his designated place of detention until 3:30 p.m. or until the principal approves the student's dismissal. All students serving in-school suspensions will adhere to the following rules:

- a. Student will have work to do, relating to the courses of study.
- b. Student must remain in the designated place of detention until dismissed by the principal.
- c. Student will not talk to anyone without approval by the principal.
- d. Student may eat lunch and use the restroom facilities during a 30 minute period designated by the principal.

Violation of in-school suspension rules will result in out-of-school suspension.

6. A parent-assisted discipline program (PADP) may be used in lieu of In-House Suspension, Short Term Suspension and Long-Term Suspension. In situations where one of the above disciplinary strategies is warranted, parents may be asked and given an opportunity to assist in child improving his/her behavior and conduct in lieu of suspension. PADP allows for an opportunity for a parent to attend school with their child in an effort to improve his/her behavior and conduct. In situations where the PADP is necessary, the suspension would be recorded on the student's permanent record, however, the PADP would be noted.

B. Procedure for Emergency Exclusion:

1. Exclusion may not last longer than necessary to avoid the threats of the emergency.
2. If longer than five (5) days, there must be substantial compliance with the procedures provided for long-term exclusion listed below.

C. Long-Term Suspension and Exclusion:

1. The following student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of Sections 79-4, 170 to 79-4, 205, when such activity occurs on school grounds or during an educational function or event off school grounds:

- a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- b. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value;
- c. Causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accidents, self-defense, or other action undertaken on the reasonable belief that is was necessary to protect some other person shall not constitute a violation of this subdivision;
- d. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- e. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;

f. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or alcoholic liquor;

g. Public indecency, as defined in Section 28-806, except that this subdivision shall apply only to students at least 12 years of age, but less than 19 years of age;

h. Sexually assaulting or attempting to sexually assault any school employee or any student, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault the school employee or student. For conduct described in this subdivision, including sexual assaults or attempted sexual assaults which occur off school grounds not at an educational function or event, if the student attends the same school as the victim attends or is employed by, the student may be subject to mandatory reassignment to another school within the system and the mandatory reassignment may be in addition to long-term suspension or expulsion. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in Sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended.

i. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or

j. A repeated violation of any rules and standards validly established pursuant to Section 79-4, 176 if such violations constitute a substantial interference with school purposes (Laws 1976, 1983, 1988);

k. Use of tobacco on school property or at school-sponsored events (cigarettes, cigars, snuff, chewing tobacco, etc.);

l. Gambling

m. Improper sexual activity

n. **Osmond Community School Alternative Education Policy**

EXPULSION: The exclusion from attendance in all schools within the system

Expulsion action may be taken when all other disciplinary actions have not been successful in causing appropriate behavior in school or at school-related activities. Beginning August 1, 1997, students expelled from school must be provided with an alternative education program. Alternative education provisions provided by Osmond Community Schools shall be as follows: The student may enroll in an administratively-approved correspondence course(s). All work completed for the correspondence course(s) shall occur away from Osmond Community School's grounds. Credit will be awarded and the student or parent/guardian shall reimburse the cost (tuition only - no books or postage will be reimbursed) of the course(s) upon official evidence that the student has successfully completed the correspondence course(s).

2. The following procedure is required to exclude longer than five (5) days:

a. A written charge and summary of evidence supporting the charge shall be filed with the superintendent of the date of decision to exclude.

b. Within two (2) days, written notice must be sent by registered mail to the student or the student's parents/guardians, informing them of the rights under the act.

c. This notice shall include the following:

1. Rule violated and summary of evidence.

2. Penalty which the principal has recommended.

3. Notice of student's right to a hearing.

4. Hearing procedures provided by this act and appeal procedures.

5. A statement concerning the right to know the identity of witnesses who will appear, and substance of their testimony.

6. A statement concerning the right to examine all records of the case.

7. The student's parents/guardians' right to request a hearing.

d. Nothing in this act shall preclude the student's parents/guardians, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing date.

3. The following preliminary procedure must be followed if the hearing is requested within five (5) days of the notice:

a. Superintendent must appoint a hearing examiner.

b. Hearing examiner must give written notice to the principal, student, and student's parents/guardians

of the time and place for the hearing within two school days after being appointed.

1. Requirements to be a hearing examiner:
 - a. Has not brought the charges against the student.
 - b. Shall not be a witness at the hearing.
 - c. Has no involvement in the charge, be impartial.
 - d. Must be available to answer any questions relative to the hearing.
 - e. May be anyone, even a school employee.
 - f. Hearing must be held within five (5) days after the request, but cannot be held without providing the principal, student, and student's parents/guardians of at least two (2) school days' notice.
 - g. The right to examine the record and written statements, including the statement of any witnesses for the school, prior to the hearing with the principal, must be provided to legal counsel, student's parents/guardians or representative.
 - h. If no hearing is requested, the punishment goes into effect on the fifth (5) day following notice. A hearing may be held, if requested after five (5) days, but no later than thirty (30) calendar days following receipt of notice; thereafter punishment continues, pending final determination.
4. The following rules apply when a hearing is conducted:
 - a. The following shall attend the hearing: Hearing examiner, the student, his/her parents/guardians, student's representative, the counsel for the school board.
 - b. Witnesses may be present only when testifying.
 - c. Anyone may be excluded by the examiner if they disrupt the proceeding.
 - d. Student may speak in his/her own behalf and question witnesses; he/she may request not to speak; may be excluded, if necessary, when discussing student's emotional problems.
 - e. The principal shall present statements to the hearing examiner, if in affidavit form, of anyone having information about the student's conduct and the student's records, only if these have been made available to the student, student's parents/guardians or representative prior to the hearing.
 - f. Hearing officer is not bound by rules of evidence or other courtroom procedures.
 - g. The following persons may ask persons to testify: parents/guardians or representative, the principal and hearing examiner.
 - h. Testimony shall be under oath; the hearing examiner shall administer the oath.
 - i. The persons listed in 4-g shall have the right to questions any witness giving information at the hearing.
 - j. Any person giving testimony is given the same immunity from liability as a person testifying in a court case.
 - k. The proceeding shall be recorded at the expense of the school district.
 - l. If more than one student is charged with violation of the same rule and acted in concert, a single hearing may be held, unless student interests may be substantially prejudiced, as determined by the hearing examiner.
5. Report of hearing examiner:
 - a. Report shall include hearing examiner's recommendations and reasons for decision.
 - b. Report shall be reviewed by the superintendent who may change, revoke, or impose the sanctions recommended. In no case may the superintendent's charges be more severe than the examiner's recommendations.
 - c. Written notice of the recommendations by the hearing examiner and the superintendent shall be sent by registered mail or personal delivery to the student, the student's parents/guardians.
 - d. Upon receipt of the written notice, the determination of the superintendent shall take immediate effect.
6. The record and the appeal:
 - a. The record shall consist of the charge, the notice, the evidence presented and the hearing examiner's findings and recommendations.
 - b. On appeal to a court, the record shall also consist of any additional evidence taken and any

additional action taken in the case.

c. Appeal to the school board may be made, by written request, within seven (7) days by the student, the student's parents or guardians, filed with the secretary of the board or the superintendent.

d. Hearing of the school board: (to be held within 10 school days after requested).

1. At least three (3) board members must be present.

2. The appeal shall be made on the record, but new evidence shall be part of the record.

3. When the school board deliberates, it may reopen hearings to receive evidence, subject to the right of all parties to be present.

4. The school board may alter the superintendent's recommendation, but never impose more severe sanctions.

5. Final determination of the board shall be personally delivered or sent by registered mail to the student and his/her parents/guardians.

6. Appeal of the decision of the school board is to the district court of the county where the action is taken. Appeal must be made within thirty (30) days after service of the final decision of the school board.

Dating Violence

Osmond Community School strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

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

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

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

The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

LB988 - Firearm Policy

It shall be the policy of the Osmond Community School District 42R to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or any other way of transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm in a school, on school grounds, in a school owned vehicle, or at school-sponsored activity or athletic event. This policy shall not apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officers training corps, peace officers, or other duly authorized law enforcement officers when on duty or training. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, for instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is 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 a firearm exposed.

Any unlawful use or possession of a firearm as described in this policy and as described by statute shall, as soon as is reasonably possible, be reported to an appropriate peace officer. Nothing in this policy shall be constructed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the board of education or as otherwise authorized by law.

Grievance Procedure for Students

It is the policy of Osmond Community School District 42R not to discriminate on the basis of race, color, national origin, or handicap in its educational programs and activities as required by Title IX, Title VI, and Section 504 of federal law. As a student of Osmond Community School District 42R, you are protected from discrimination.

Students may not be discriminated against on the basis of the following criteria:

- Admission to school
- Access to enrollment in courses
- Access to and use of school facilities
- Counseling and guidance materials, tests and practices
- Vocational education
- Physical education
- Competitive athletics
- Graduation requirements
- Student rules, regulations and benefits
- Treatment as a married and/or pregnant student
- Housing
- Financial assistance
- Health services
- School-sponsored extracurricular activities
- Most other aid, benefits or services

If you believe that you have been discriminated against, you may make a claim that your rights have been denied. This claim or grievance may be filed with Superintendent David Hamm, Box 458, Osmond, Nebraska 68765, phone (402) 748-3777, coordinator for Title IX, Section 504, and Title VI, under the following procedure.

Grievance Forms may be requested from the superintendent or principal.

Level One

A grievant shall, within ten (10) days after the occurrence of the event which is the subject of the grievance, make an appointment with and discuss the matter with his or her principal or immediate supervisor. Every effort will be made to resolve the grievance informally at this level. The principal or immediate supervisor shall give an oral response to the grievant within five (5) days after the initial discussion.

Level Two

In the event the grievant is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing, sign it, and submit it to the principal or immediate supervisor within five (5) days after the oral response at Level One. A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based and an explanation of how such facts result in sex discrimination or discrimination on the basis of handicap. The principal or immediate supervisor must submit a written answer within five (5) days after receipt of the written grievance.

Level Three

In the event the grievant is not satisfied with the resolution of the grievance at Level Two, the grievant may submit the written grievance within five (5) days thereafter to the area associate superintendent. The area associate superintendent will respond in writing to the written grievance within five (5) days thereafter.

Level Four

In the event the grievant is not satisfied with the disposition of the grievance at Level Three, the grievant may submit the written grievance to the Director of Title IX and Section 504 who will convene a grievance committee for the purpose of examining evidence of sex discrimination or discrimination on the basis of handicap in the case submitted. The grievance committee will consider all relevant evidence presented in connection with the grievance and may request individuals to testify before the committee. Within twenty (20) days after receipt of the written grievance, the grievance committee shall determine what action, if any, should be taken to resolve the grievance. The decision of the grievance committee shall be final and a copy of such decision shall be delivered to the grievant.

Sex Discrimination

In 1972, Congress outlawed discrimination by sex in many of the same ways which they outlawed racial discrimination in 1964. The law, Title IX of the Educational Amendments of 1972, applies to students attending schools that receive federal funds.

Title IX forbids schools from treating students of one gender differently from the other. The rules that the government uses to enforce that law are a little more complicated than those forbidding racial discrimination. Under the rules, your school cannot:

1. Provide separate classes or activities for male and female students.
2. Deny a student the right to take a course because of his/her gender. (For example, not allowing females to enroll in shop classes.)
3. Apply different rules about physical appearance to male and female students. (For example, require males to cut their hair shorter than females.)
4. Make different disciplinary rules or enforce them differently on the basis of gender.
5. Refuse to allow a female student to take part in a class or activity because she is pregnant, unless other students with temporary disabilities are so excluded. (The student may voluntarily join a special program of comparable quality to her regular classes.)
6. Refuse to excuse any absence because of pregnancy or refuse to allow the student to return to the same grade level that she held when she left school.

For rule Number 1 above, there are some exceptions:

1. Separate classes for sex education are allowed.
2. The school may separate students by gender within physical education classes for participation in contact sports such as football, basketball, and wrestling.
3. The school may separate students with different levels of ability within physical education classes. If so, ability requirements must be the same for both genders.
4. The school may have separate teams for different genders:
 - a. For contact sports.
 - b. For any team sport that students are selected to play on the basis of skill.

Internet Policy

Instruction

Computer

Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

It is the policy of Osmond Community School to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.
The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.
The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.
3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.
The following are unacceptable uses of the technology resources:
 - a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
 - b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.
Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.
This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.
The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.
 - c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
 - d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 6. Users 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 a bug, virus, worm, Trojan horse, or similar name.
 7. Users shall not engage in any form of vandalism of the technology resources.
 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: **Children's Internet Protection Act, 47 USC § 254**
 FCC Order adopted August 10, 2011
 47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
 Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Date of Adoption: June 2012

National Defense Authorization Act, FY 2002

Public Law 107-107 (115 Stat 1012) December 28, 2001

SEC. 544. Military Recruiter Access To Secondary School Students.

"(a) Access to Secondary Schools - Paragraph (1) of section 503(c) of title 10, United States Code, is amended to read as follows:

"(c) Access to Secondary Schools - (1)(A) Each local educational agency receiving assistance under the Elementary and Secondary Education Act of 1965-

"(i) shall provide to military recruiters the same access to secondary school students as is provided generally to postsecondary educational institutions or to prospective employers of those students' and

"(ii) shall, upon a request made by military recruiters for military recruiting purposes, provide access to secondary school student's names, addresses and telephone listings, notwithstanding section 444(a)(5)(B) of the General Education Provisions Act (20 U.S.C. 1232g(a)(5)(B)).

"(B) A local educational agency may not release a student's name, address, and telephone listing under subparagraph (A)(ii) without the prior written consent of a parent of the student if the student, or a parent of the student, has submitted a request to the local educational agency that the student's information

not be released for a purpose covered by that subparagraph without prior written parental consent. Each local education agency shall notify parents of the rights provided under the preceding sentence.”

“b) Effective Date - The amendment made by subsections (a) shall take effect on July 1, 2002, immediately after the amendment to section 503(c) of title 10, United States Code, made, effective that date, by section 563(a) of the Floyd D. Spence National Defense Authorization Act for Fiscal Year 2001 (as enacted into law by Public Law 106-398; 114 Stat. 1654A-131).

“c) Notification - The Secretary of Education shall provide to local educational agencies notice of the provisions of subsection (c) of section 503 of title 10, United States Code, as in effect upon the amendments made by subsection (a). Such notice shall be provided not later than 120 days after the date of the enactment of this Act and shall be provided in consultation with the Secretary of Defense.”

The Family Educational Rights and Privacy Act (FERPA)

Model Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school

district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* 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

(NOTE: In addition, a school may want to include its directory information public notice as required by 99.37 of the regulations, with its annual notification of rights under FERPA.)

**PPRA Model Notice and Consent/Opt-Out for Specific Activities
(LEAs should adopt the following model form as appropriate)**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires Osmond Community School to notify you and obtain consent or allow you to opt your child out of participating in 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.

(Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under State law.)

NCLB HQT

As a parent of a student at Osmond Community School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. The No Child Left Behind Act of 2001 allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask if your child's classroom teachers are highly qualified.

1. Whether the Nebraska Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
2. Whether the Nebraska Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
3. The teacher's college major; whether the teacher has any advance degrees and, if so, the subject of the degrees.
4. Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act. If you would like to receive any of this information, please contact the Superintendent's office.

Annual Notification - Osmond Public Schools, Osmond, NE

Federal regulations require all schools to inventory asbestos-containing materials and develop management plans to identify and control asbestos-containing materials in their buildings.

The presence of asbestos in a building does not mean that the health of building occupants is necessarily endangered. As long as asbestos-containing material remains in good condition and is not disturbed, exposure is unlikely.

The plan is available for review in the school administrative office during normal business hours.

At least once each six months, periodic surveillance is being conducted on all asbestos-containing material and suspect material assumed to contain asbestos.

A reinspection is being conducted every three years in all schools that have asbestos-containing

material.

From time to time, operations and maintenance activities may be conducted to maintain all material in good condition.

For more information, please contact Robert Krepel Jr., ESU 8, Box 89, Neligh, NE 68756, phone (402) 887-5041.

UNFORESEEN CIRCUMSTANCES

Every provision for appropriate, safe, and learning-centered behavior throughout an entire school year cannot possibly be anticipated in this handbook. The school administration will address any unforeseen circumstances as they occur. Any actions to be taken will be communicated to the parents before they are administered. The Board of Education's review, counsel, and directives will be sought in those instances warranted.