



Osmond Community School  
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**Mr. David Hamm**  
**Superintendent**

**Mr. Michael Brown**  
**Principal**

This Agenda Belongs To:

Name\_\_\_\_\_

Address\_\_\_\_\_

City/State\_\_\_\_\_ Zip\_\_\_\_\_

Phone\_\_\_\_\_ Grade\_\_\_\_\_

# Osmond Community School 2016-2017 Student-Parent Handbook

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## **Introduction**

### **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 Superintendent David Hamm, Box 458, Osmond, NE 68765 (402) 748-3777.

### **Forward**

On behalf of the faculty and administration, we welcome you to another school year.

Our philosophy is to accept each of you at your level of maturity, capacity and achievement and to help you acquire the skills and knowledge which will enable you to provide for your own needs and to share in providing for the needs of others.

You are urged to define your goals, plan a course of action, and concentrate your efforts on achieving the maximum benefits from your high school experience.

We encourage you to refer to and become familiar with this handbook. It has been approved by the Board of Education, School District 42R.

Please remember that, as a citizen of this school, you are expected to follow regulations that are established for the WELFARE OF THE ENTIRE STUDENT BODY.

### **Philosophy and Objectives**

The Board of Education of the Osmond Community School District believes that all individuals should be accepted into the educational program as they are, and that they should be provided with a stimulating environment as well as opportunities for learning experiences which will effect continuing satisfactory adjustments to life.

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 Regulations**

Osmond Community Schools recognizes that differences, disputes and conflicts among students, between students and staff members will occur. The school also

recognizes individual student rights and responsibilities must be clearly defined so that an orderly process for discussing and resolving these differences may be established.

The student has the right to be respected as an individual, to receive the benefits of all school services, to attend a school which is clean, comfortable, safe and adequately equipped, to have a framework for student government which indicates the areas of student involvement, to express himself or herself so long as the rights of others are not violated in the process, to have access to printed copies of school regulations, and to expect rules to be reasonable and consistently applied.

The student is responsible for knowing and complying with school rules, for respecting and submitting to the authority of the school staff, for applying himself/herself to the best of their ability to the learning tasks assigned, for attending school regularly and punctually, for using school facilities in a way which conserves their continued usefulness. The success of your experiences and total results from your schooling is only as great as the efforts of each individual. This booklet is designed as a guide for you toward an understanding and cooperation among students, faculty and other school staff, and to provide for a better educational environment.

However, no student handbook can adequately cover all potential situations that may arise. The administration reserves the right to handle, as they occur, those situations and/or conflicts not covered in this handbook.

Article 1-Calendar and School Day  
Section 1 OSMOND COMMUNITY SCHOOL 2016-2017 CALENDAR

August	11-12	Teacher In-Service
	15	First Day of School
September	5	No School - Labor Day
	14	Mid-Quarter Cut Off -- (22 days)
October	23	Teacher In-Service -- Dismiss at 1:30 p.m.
	13	End 1st Quarter (43 Days)
		Teacher In-Service -- Dismiss at 1:30 p.m.
	14	Begin 2nd Quarter
November	17	No School - P.T. Conf. (12:30-8:00 p.m.)
	28	No School - Fall Break
	11	Teacher In-Service -- Dismiss at 1:30 p.m.
	16	Mid-Quarter Cut Off -- (23 days)
	23	Dismiss for Thanksgiving - 1:00 p.m.
	24-25	No School - Thanksgiving Break
December	9	Teacher In-Service -- Dismiss at 1:30 p.m.
	21	End of 2nd Qtr/1st Sem (45/88 Days)
		Dismiss for Christmas - 1:00 p.m.
Dec 22 – Jan 4		No School - Christmas Break
January	5	School Resumes -- Begin 3rd Qtr./2nd Sem.
	23	No School - Teacher In-Service
February	7	Mid-Quarter Cut Off -- (23 days)
	17	Teacher In-Service -- Dismiss at 1:30 p.m.
March	3	No School - Girls State Basketball
	9	End 3rd Quarter (44 Days)
	10	No School - Boys State Basketball
	13	Begin 4th Quarter
April	7	Teacher In-Service -- Dismiss at 1:30 p.m.
	10	Mid-Quarter Cut Off -- (21 days)
	13	Dismiss for Easter - 1:00 p.m.
	14	No School - Easter Break
May	17	No School - Easter Break
	10	Seniors Last Day
	13	Graduation - 2:00 p.m.
	19	Last Day of School -- Dismiss at 1:00 p.m.
	22-23	End 4th Qtr/2nd Sem (48/92 Days) Teacher In-Service/Check-Out

TOTAL SCHOOL DAYS = 180

TOTAL TEACHER CONTRACT DAYS = 186

## **Section 2, Daily Time Schedule**

8:00 a.m.....	Preparation Bell
8:08 a.m.....	Warning Bell
8:10-9:00 a.m.....	Period 1
9:02-9:52 a.m.....	Period 2
9:54-10:44 a.m.....	Period 3
10:46-11:36 a.m.....	Period 4
11:38 a.m. - 12:53 p.m.....	Period 5 (Lunch)
12:55-1:45 p.m.....	Period 6
1:47-2:37 p.m.....	Period 7
2:39-3:29 p.m.....	Period 8
3:29 p.m.....	Dismiss bus riders and activity participants
3:31 p.m.....	Dismiss rest of student body

## **Section 3, School Cancellations**

Parents will be notified of school cancellations/late starts, due to bad weather via our Alert Now system. 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 possible emergency.**

## **Section 4, Bulletin and Announcements**

All notices of social, athletic and general events for the day and specific instructions are read during first period each morning. Should anyone wish an announcement to be made, it will have 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.

## **Section 5, 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 principals office first.

## **Section 6, 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

### **Section 7, 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

## **Article 2-Attendance**

### **Section 1, Attendance Philosophy**

Absence is the cause of many of the failures in school. It is also information most often requested by prospective employers when they call to ask for information regarding former pupils. Unless your health forbids or unless some serious emergency arises at home, you should be in school. The responsibility for making up work lies entirely with you, the student. See your teachers to ascertain what it is you are to make up. You must get the work done and handed in within the time limit set by your teachers.

We realize how significantly absence can affect a student's performance. Therefore, we have developed the following policy to benefit the educational development of each child.

### **Section 2, OHS Attendance Policy**

A student will be permitted to miss only five class periods of any one subject, per quarter, with or without parent's knowledge of the absence and still receive credit for that subject. After five classes are missed, or on the sixth absence, the administration will contact the county attorney to report the student in violation of our attendance policy.

In addition to the preceding "five-day rule," if a student misses more than ten class periods during a semester for any reason, or on the eleventh absence, his/her attendance record will be referred to the Attendance Review Committee, consisting of the principal, the guidance counselor, and one teacher. The committee will make a determination as to whether or not to grant credit to the student. A second notification will be sent to the county attorney.

Students are reminded that some postsecondary institutions require even numbers of credit for required classes. For example: UN-L requires 40 credits of English, 60 credits of Math-Science. Each institution's requirements vary.

The following notations should be made, relative to absence.

1. Students must be in attendance the last four periods of the school day to participate in school activities such as athletics, athletic practice, club meetings, dances, concerts, etc. This rule also applies to weekend activities. Students must be in attendance the last 4 periods of the last school day of the week to participate in a weekend activity. Special permission may be granted by the principal.
2. Permission to leave the school grounds for errands, appointments, or other special assignments must be obtained from the principal. Usually permission cannot be granted without your parent's/guardian's approval.
3. Students must present at the office a written explanation, signed by their parent/guardian, which lists the date and the reason for the absence. A note is required, regardless of the circumstances of the absence.
4. Out-of-school suspension from school will count against a student's attendance record. 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 will not count against a student's attendance record.
5. The parent/guardian will be notified after the fourth, fifth absence of any quarter and ninth and tenth absence in any class in any given semester.
6. If a student is tardy three (3) times, per semester, he or she will receive a one hour detention to be served with the principal. Each additional 3 tardies will also receive a one hour detention to be served with the principal. Detentions will be served at the end of the first and second semester, unless other arrangements have been made with the principal. Tardies will be accrued for being late to any class during any class period of the day.
7. A student may file, with the principal, a written appeal for extended absence. The Absence Review Committee will review the request. The student will be allowed to present any evidence which might have a bearing on his/her case. The faculty committee will render a decision, based on all the evidence presented.
8. Refusal by the committee to grant an extended absence may be appealed to the superintendent of schools.

9. The board of education shall exercise the right to take credits away from a student due to violations of the attendance policy.

### **Section 3, Attendance Rules**

If a student is absent from school, parents should call the principal's office, 748-3362, before 9:00 a.m.

Students who anticipate an absence should bring a written parental permission note to the office for an advance make-up slip. Make-up work is to be completed prior to departure.

Returning to school after an illness is easily handled by stopping at the principals office first, presenting your written excuse, and receiving an admittance slip.

Admit slips are needed following prearranged, excused and unexcused absences. The ONLY time you do not need an admit slip is if the absence was due to a school activity. The admit slip is your pass into every class missed. If students fail to pick up the admit slip, teachers will not allow them into class. The student should be sent to the office to get an admit slip and given a tardy for that period.

### **Section 4, Tardies**

A tardy is classified as missing up to (10) minutes of any class period. After ten (10) minutes the student will be considered absent. If you arrive late to school, or to any class period of the day, report to the office immediately. If you are detained by the office, a teacher or other employee, ask for a slip by the person who detained you. See the attendance policy No. 6 for other details on tardiness.

### **Section 5, College Visitation**

Seniors wishing to visit colleges or universities during the school day at a particular post-secondary institution which they may attend after graduation will be allowed two (2) college visits to count as a school activity and not affect attendance. Additional visits can be arranged (up to 5) with administrative approval. Juniors will be allowed one (1) college visit to count as a school activity and not affect attendance with an additional visit upon administrative approval. **YOU MUST PLAN THIS VISIT ONE WEEK IN ADVANCE AND HAVE ALL SCHOOL WORK THAT WILL BE MISSED THAT DAY MADE UP IN ADVANCE. COLLEGE VISIT FORMS MUST BE PICKED UP FROM THE COUNSELOR OR PRINCIPAL.** Parents are encouraged to be in attendance when the student makes their visit. A visit to a school without following these guidelines will count as an unexcused absence.

### **Section 6, Illness During the Day**

Students who become ill at school will be sent to the principal's 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 form for each child enrolled in the district. The form should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

### **Section 7, Medication Policy**

School personnel will dispense non-prescription medications to students (aspirin, Tylenol, 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.

### **Section 8, Student Aides and Work Release**

The following is a list of criteria which a student must meet and conform to if they want to become involved in the Student Aide or Work Release program at Osmond Community Schools:

**Student Aides:** Must maintain 93.0% GPA.

**Work Release:**

1. Be a student in good standing. This would include not being on the ineligible list; all grades must be above passing. Work release cannot begin until after the mid-quarter progress report at which time the student must have all grades above passing.
2. Have on file a work release contract which lists the student's employer.
3. Work release pertains only to Period 8 and the student will not be allowed to miss a regularly scheduled class other than study hall to participate in the program.
4. Student must be on the job site or doing job-related activities during this time and not be driving around town or be involved in other non-job related activities.
5. Students must be a junior or senior.
6. Students cannot return to participate in an extracurricular activity for a period of four hours after departure from school.
7. A contract must be on file in the office before work release may begin. (Copy of contract available at principal's office.)

8. Failure to comply with the previously-listed criteria will result in the student being denied work release privileges.

Work release is a privilege and should not be abused. If a weekly schedule is not on file in the office, the student is assumed to be working every day of the week and should check out at the beginning of 8th period. If a student develops a habit of leaving on work release sporadically, work release privileges may be revoked.

### **Article 3-Scholastic Achievement**

#### **Section 1, Graduation Requirements**

To be eligible for graduation from Osmond Community Schools, a student must have earned a total of 230 hours and must have successfully completed the following required courses:

40 Credits English	English 9, 10, 11 and English 12 or College Composition
35 Credits Social Studies	Civics/Geography, World History, American History, and Government
30 Credits Mathematics	Algebra I and two (2) other courses
30 Credits Science	Physical Science, Biology and one (1) other course
10 Credits Physical Ed.	9th Physical Education
5 Credits	Speech
5 Credits	Personal Finance

155 Required Credits

75 Elective Credits

230 Total Credits Needed for Graduation

No more than 20 Credits may be earned from Band and Chorus combined. Band, Chorus, and Student Aides will only account for 2.5 Credits per semester.

All students are required to take no less than seven (7) classes during the normal school day and have the opportunity to have one (1) study hall. Any seniors who are taking College Composition will be allowed the opportunity to take six (6) classes during the normal school day, and then may elect to take a study hall and be a student aide. (See Student Aide requirements)

#### **Section 2, Report Cards**

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

#### **Section 3, Grading System**

The grading system is as follows:

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

#### **Section 4, Student Cumulative Records**

Osmond Community Schools 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. Such individuals shall sign the "Authorized Personnel Viewing Cumulative Records" forms listing their names, date and purpose for viewing. One such form is to be contained in each student's cumulative record. Parents of students under 18 and students 18 or more years of age thereby will have available to them a listing of all individuals who have viewed such records.

Furthermore, Osmond Community Schools shall require that parents of students under 18 or those 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.

#### **Section 5, Academic Letters**

An academic letter the same size as an athletic varsity letter shall be awarded to students in high school who achieve the Honor Society. The Honor Society is achieved by earning semester Honor Roll twice in succession. Once an academic letter is earned, a pin will be awarded for each following year that the student maintains a 95% average in each of the various academic disciplines such as the administration of their agents of Osmond Community Schools shall deem fitting. The awarding of these letters should be done officially at the beginning of each school year.

#### **Section 6, Honor Roll**

The honor roll will be announced following each nine weeks. To make the honor roll a student must have a 90% average with no grade below an 85%. Only academic classes are counted, classes not counted include Music classes, Weight class, FCS classes, Art classes, and Physical Ed. class. To achieve the superior honor roll, no grade below a 93% is allowed. The Honor Society is composed of Osmond High students who have achieved the semester honor roll two times in succession.

### **Section 7, Testing**

Included in the testing program at Osmond High 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. Measure of Academic Progress (MAP)
- B. Career Test
  - 1. Armed Services Vocational Aptitude Battery (ASVAB)
  - 2. Career Planning Program
  - 3. PLAN (Pre-ACT)
- C. College Admissions Test (Location)
  - 1. American College Test (ACT) – Norfolk, Wayne
  - 2. Scholastic Aptitude Test (SAT) – Norfolk, Wayne
  - 3. Preliminary Scholastic Aptitude Test (PSAT) – Osmond
- D. Special Services
  - 1. Psychological and Academic Testing

### **Section 8, Dual Credit and Honors Courses**

Dual credit courses offer high school and college credit. Each course taken equals 5 high school credits (one semester). The grade earned under the college grading system is the grade earned for high school credit. It is placed on the transcript and is used to calculate GPA.

Osmond High School's Curriculum includes honors courses. They include, but may not be limited to: Anatomy, College English 12, Chemistry, Physics, Algebra II, Advanced Mathematics, Accounting II, and Medical Terminology. Each of these courses will be computed with a 10% added value. The 10% added value is only valid for GPA computation and class rank; it is not utilized in computing honor roll standing.

### **Section 9, Academic Eligibility Rules**

Students must meet the academic eligibility rules established by the NSAA and Osmond Community Schools.

### **Section 10, Osmond Community Schools Academic Eligibility Rules**

In an attempt to better serve our students, and enhance their learning environment, we will be implementing some changes to our procedures utilized to ensure their academic success.

There will be a weekly Down List for all students' grades 7-12. On Monday mornings of each week by 8 a.m., teachers will submit to the main office a list of the students with failing grades in their class. Those students will be placed on the Down List

for a period of one week, starting with the ensuing Tuesday through the following Monday. If the student has improved their grade to passing status they will be removed from the list. If not, they will remain on the list for the next week. Students will NOT be allowed to participate in extra-curricular activities if failing (1) one class, and will be immediately ineligible to participate from that Tuesday through the following Monday. The principal will notify parents of students on the Down List on Monday afternoons by phone or email.

Any student placed on the Down List will have to attend a mandatory study period. The study period will be Monday through Thursday after school from 3:35 p.m. to 4:00 p.m. There will be no study period on Friday or on days the students are released early. Students placed on the list on Monday will be expected to attend the study period beginning Tuesday and continuing through the following Monday afternoon. Once the student is off the list, they will no longer be required to attend the study time. It will be the parents' responsibility to find transportation home for their student if required to be in the study period. It is our intention to create a learning environment for each and every one of our students where they are able to succeed, and receive the necessary assistance to find academic success.

The above rules are minimum standards to be followed by all co-curricular participants of Osmond Community Schools.

This co-curricular policy includes but is not limited to the following activities: annual staff, band, boys' and girls' basketball, cheerleading, football, all plays and musicals, speech activities, student council, vocal and instrumental music, volleyball, wrestling, boys' and girls' track, golf, class officers, FCCLA, FFA, and FBLA.

### **Section 11, Academic Integrity**

Osmond Community School strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. Students are expected to take responsibility for their learning and experience the pride that accompanies academic achievement. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the educational process, impedes a student's academic progress, and compromises the trust between teacher and student that is fundamental to the learning process.

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

- Students must do their own work and submit only their own work on assignments (including homework), examinations, reports, and projects, unless otherwise permitted by the instructor.
- Students may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations as directed by the instructor.
- Students must follow all written and/or verbal instructions given by instructors prior to taking examinations, tests, quizzes, and performance evaluations.
- Students are responsible for adhering to course requirements as specified by



the instructor in the course syllabus.

### **Forms of Academic Dishonesty**

Actions constituting violations of academic integrity include, but are not limited to, the following:

**Plagiarism:** the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

**Cheating:** the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying or collaboration. Copying another student's homework without direction or approval from the teacher is considered cheating

**Fabrication:** intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

**Collusion:** assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

**Academic Misconduct:** the intentional violation of school policies, such as tampering with grades or taking part in obtaining or distributing any part of a test or any information about the test.

**First Offense:** Student must re-do assignment to meet standards without cheating/plagiarism. Student may receive up to 80% credit for revised assignment. Parents will be notified by the teacher and Principal will log the activity.

**Second Offense: (in any class)** Student must re-do assignment to meet standards without cheating/plagiarism. Student may receive up to 70% credit for revised assignment. Serve 5 days detention and parents will be notified by the teacher and Principal will log the activity.

**Third Offense: (in any class)** Parents will be notified, Principal will log the activity and student may face punishment up to suspension or loss of credit for the course, at the administration's discretion.

### **Section 12, Junior High Summer School**

Any 7<sup>th</sup> or 8<sup>th</sup> grade student failing a semester of a core class will be required to attend up to two weeks of summer school from 8:00-11:30 a.m. daily. The curriculum for the summer school will be APEX online coursework in the curricular area for which the student failed.

### **Section 13, Nebraska School Activities Association**

#### **By-Laws Governing Interscholastic Activities**

The following rules are taken from the Official Yearbook of the Nebraska School Activities Association.

#### **Article I-R (Eligibility)**

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association.

A summary of the major rules is given below. Contact the principal or activities director for an explanation of the complete rule.

1. Student must be an undergraduate.
2. Student must be enrolled in at least 20 hours per week and regular in attendance in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
3. Student must be enrolled in some high school on or before the 11th school day of the current year.
4. Student is ineligible if 19 years of age before August 1 of current school year.  
(Student may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received 20 semester hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by the NSAA rules. The fall sports season begins August 16, 2010, and ends with the state meets in the fall sports. The winter sports season begins November 15, 2010, and ends with the state meets in the winter sports. The spring sports season begins February 28, 2011, and ends with the state meets in the spring sports.
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on all-star teams while a high school undergraduate.
11. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade 10 from a three-year junior high school is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for 90 school days. If a student has participated on a high school team at any level as a seventh, eighth or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for 90 school days.
12. When the parents of a student change their domicile from one school district which has a high school to another school district which has a high school, the student is ineligible for ninety school days, except:
  - (a) if the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
  - (b) If a student has been attending the same high school since initial enrollment in grade nine and the school is located in the school district from which the parents moved, he/she may remain at that high school and retain eligibility or he/she is eligible at a high school located in the school district where his/her parents established their domicile.

(c) If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.

13. Guardianship does not fulfill the definition of parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the executive director for his review and a ruling.

14. A student shall not participate in a contest under an assumed name.

15. A student must maintain his/her amateur status.

Compliance with the rules will prevent your team, school or community from being penalized.

#### **Article I-A (Athletics)**

Section 20: The superintendent or principal shall exclude any contestant from his school contests who, because of bad habits or improper conduct, would not represent the school in a becoming manner.

#### **Article III-R (Awards to Students and Schools)**

Section 1: No award of a utilitarian character shall be given, or be permitted to be given by the schools of this association to any member of an interscholastic team. Awards may be purchased and presented by the student's parents in good faith, or purchased by the student with money earned or secured through his/her efforts, and not with the intent in any instance of violating the awards rule.

No school shall accept a cash or merchandise award for participation in any interscholastic contest, except that organizations sponsoring such contests may underwrite the cost of the participants, not to exceed their total expenses, provided that all contesting schools are subsidized on an equal basis.

In interscholastic activities, no award to a school or any award to a student, other than a scholarship, shall include the name of the donor if such donor is a commercial profit-making organization or business.

The school shall have the control and supervision of the giving and receiving of awards without the pressure of any kind from outside persons or group of persons. The awards shall be kept within reasonable bounds and should be by or with the consent of the school concerned.

Examples of legal awards: 1) school letters; 2) school monograms; 3) medals, ribbons and certificates; 4) banquets; 5) trips; 6) trophies or plaques to the school with the individuals' names and achievements engraved upon them; 7) photographs; 8) non-high school scholarships.

Examples of illegal awards: 1) sweaters; 2) athletic equipment; 3) blankets; 4) announcement of an award which is illegal during the school year to be presented after school is over; 5) high school scholarships or concession on high school tuition because of non-academic ability; 6) trophies or plaques to individuals; 7) any award made with the intent of violating the awards rule.

#### **Section 14, NSAA Eighth Grade Student Age Rule**

The rules of the Nebraska School Activities Association (NSAA) state that a student who is nineteen years of age prior to August 1 is ineligible for interscholastic competition.

The association rule's make a provision for a student who is fifteen years of age prior to August 1 and in grade eight to be promoted and participate on a high school team; the rationale being that the student will not meet the age limitation when he/she enters grade twelve and by participating in grade eight, the student will have the opportunity for eight semesters of participation. This has been ruled to be a reasonable accommodation by the courts. Counselors, principals, or athletic directors are requested to review the records of students who may have reached their fifteenth birthday prior to August 1, and, if any students are in this category, inform the student and his/her parents. If the student, parents and school agree, the student may be promoted to a high school team. The conference with the parents and students should be documented and placed in the student's file.

#### **Section 15, 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.

#### **Section 16, 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.

#### **Article 4-Student Conduct and Discipline**

Student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action. Violations will not be limited to the discipline and consequences listed in this manual. In dealing with problems for which suspension is a disciplinary action, the school administration may at any time take a lesser summary action, such as reprimand or detentions based on the severity and/or frequency of the problem. A student who is seldom disruptive in the classroom may receive a lesser punishment than the student who has been referred frequently for the same offense. In this way, it is possible to allow for administrative discretion without altering the basic principles of uniform and impartial disciplinary action. The administration will also take into account the severity of violations, the intent, and attitude in which the violation was committed, which may increase or decrease consequences. Continual violations of student policies will have increased consequences.

This student handbook contains conduct regulations that has been determined by the Board of Education to have the potential to seriously affect the health, safety, or welfare of students, staff, and other persons or to otherwise seriously interfere with the educational process. The conduct includes students that may be on or off school grounds, if such conduct interferes with school purposes or there is a nexus (connection) between such conduct and school.

Student conduct and appearance are expressions of the student as an individual and as a representative of his/her school. Student conduct on campus, in the building, on the buses, and at school and community activities should be at all times characteristic of a group of young men and women who are proud of themselves, their school, and their community.

***Teachers will always have the right to establish fair and reasonable rules in their classrooms to enable them to maintain an effective teaching-learning atmosphere.***

Be sure you understand the rules each teacher has established to govern your conduct and behavior in the classroom. Showing respect to other students, school staff, and guest of our school will be expected. Being disrespectful to others will not be tolerated.

#### **Section 1, Insubordination**

Insubordination is defined as refusal to obey a school rule, regulation, or request of a teacher or school official. Consequences may include detention, ISS, or OSS.

### **Section 2, Ejection from Class**

If a student is sent from a classroom as a disciplinary action, they are to report to the principal's office. If no one is at the office, they are to remain there. The student should notify the secretary that they are to see the principal. If a student persists in being sent from class, his parents/guardians will be notified and, if it continues, the principal may suspend the student from class and from school. Any class ejections may be subject to detention. As a general rule, the following policy will be followed when a student is removed from the classroom:

**First offense:** Contact with parent, 1-hour detention

**Second offense:** Contact with parent, 1-hour detention - parent conference

**Third offense:** Dropped from class with possible loss of credit.

### **Section 3, Telephone/Cell Phone Usage**

The office telephone is a business phone and should be used by students for emergencies only. Students are urged to inform their 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; it should be used for important calls only and not last more than a couple of minutes.

Cell phones will be permitted for use in the school building, for grades 7-12, until 8:10 a.m., during the lunch period, and after 3:29 p.m. Cell phones must be turned off and out of sight, but may be carried on the students' person or in their book bags at all times. Cell phones will not be permitted for use between class periods, in locker rooms, in restrooms, or in classes except under the direction or supervision of the classroom teachers. Teachers will/may have set rules for the handling of cell phones in their individual classroom that will follow school handbook, but may go above and beyond what is stated here. Students will have their cell phones confiscated by school personnel if the rules within are not followed and the punishments for such confiscations are as follows:

**1st Offense:** Phone will be confiscated and taken to the principal and may be picked up at the end of the day.

**2nd Offense:** Phone will be confiscated and taken to the principal and the parents will be notified and must pick up the phone at the office.

Any additional offenses will be handled in the same manner as the 2nd offense.

### **Section 4, Disc players and MP3 players,**

or other devices that use headphones, PSPs, lasers, electronic games such as Game boys, two-way radios/walkie talkies, or any other device that causes a disruption in class are not permitted in school, except in certain situations when cleared by classroom teacher through the Administration.

### **Section 5, Leaving Building during the Day**

No student is to leave the building during the day without permission from the principal's office. This includes during lunch time break. Students should NOT be outside during the school day without permission. Any student(s) outside without

permission is subject to administrative discipline. When permission is obtained, the student must sign out in the office, providing the information asked on the sign-out sheet.

### **Section 6, Regulations for Cars**

All students who drive to school are required to leave their cars parked for the day until dismissed. No cars are to leave by the back exit at any time. No cars are to move until the last bus has left the school grounds. Student cars are not allowed to park on the grass or sidewalks, regardless of the time of day or night or whether school is in session or not. Federal law prohibits possession of firearms or weapons of any nature in a vehicle on school property.

The speed limit is 15 mph in the school parking lot, as well as the street to the south of the school. Any speeding, aggressive or reckless driving reported to the office by the parking lot supervisor will result in a verbal warning. A second offense will result in loss of the privilege of parking on school grounds.

### **Section 7, Dress and General Appearance**

Many aspects of child rearing belong in the home and are the responsibility of parents. We consider each student a representative of his or her parents and family. Good grooming and appearance; therefore, are important. Take pride in your personal appearance. These are expectations during school or at school-sponsored activities:

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 bandanas are not appropriate attire in the school building.
4. Clothes should be in good repair. Clothing that is ripped or torn above the knee will not be permitted. All other clothing with rips, holes or tears will be subject to approval by school personnel.
5. Clothes should not glorify or bring attention to the use of alcoholic beverages, tobacco, and/or drugs.
6. All clothing should be appropriate for outside weather conditions.
7. Student dress and personal grooming shall not be so unusual as to create special attention.
8. No wallet chains will be allowed to be worn by or in possession of students.
9. No laser pens/pointers will be allowed on school grounds without special permission from the principal.
10. Winter coats may not be worn during the school day and must be kept in student lockers.

The impressions you make are very important to yourself and your school. If a student's appearance is such as to cause a spectacle, interrupt classroom activities or embarrass others, he or she will not be permitted to remain in school until the situation is corrected.

### **Section 8, 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.

#### **Section 9, 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.



**Section 10, Hallway Conduct**

Because of the chance of injury and because of the general confusion it causes, running, fighting, pushing or general horseplay, as well as excessive and unnecessary noise in the halls, will NOT be tolerated. This includes morning, noon, dismissal, or while passing to and from classes or meetings.

**Section 11, Public Display of Affection (PDA)**

PDA will not be allowed on school property or at school activities. Such conduct includes hugging, kissing, holding hands or any other types of affection that would be considered inappropriate or an undue distraction to others. Students who engage in such activities may receive detention time or suspension.

**Section 12, Improper or Abusive Language**

The use of profane or obscene language or the drawing and writing of obscenities will not be tolerated. Students shall face detention and/or suspension when violating this policy.

**Section 13, Hand Signs**

Students are not allowed to use negative hand gestures directed to others; this includes gestures in school pictures. Students shall face detention and/or suspension when violating this policy.

**Section 14, Transportation**

All students riding on school transportation vehicles are subject to the policies governing student conduct within the student handbook and school board policies. Also, students will show respect to the bus driver and follow his/her rules and guidelines. Riding on school transportation vehicles is an extension of the normal school day. Students who violate the conduct code while riding on school transportation may be denied bus/vehicle privileges from one day to permanent removal from the school transportation vehicle.

**Section 15, Search and Seizure**

The school owns student lockers, desks, and other such property. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of student book and athletic lockers may be conducted at the discretion of the administration. Those periodic searches may also include drug dog searches of school lockers and book bags.

The following rules shall apply to the search and the seizure of items in a student's possession or control:

School officials may conduct a search if there is a reasonable suspicion to believe that the search will uncover evidence of a crime or rule violation. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational

purpose may be seized by school officials. Any firearm shall be confiscated and delivered to law enforcement as soon as practicable. Items, which are used to disrupt or interfere with the educational process, will be removed from student possession. It will be up to administration and law officials whether the confiscated item/s will be returned or not.

#### **Section 16, Fighting/Violence**

A student may have detention or suspension (ISS or OSS) for fighting on school property, including school buildings and grounds, at school activities, home or away, or on school transportation vehicles. The aggressor may receive the more severe penalty.

#### **Section 17, Vandalism**

Vandalism is the willful and pointless destruction or defacing of school property. Any student found guilty of such activity will be held liable for damages and be subject to suspension (ISS or OSS). Law authorities may be notified.

#### **Section 18, Stealing and Extortion**

Students who steal, extort, or attempt to extort on school property, at any school activity, home or away, will pay restitution and be subject to suspension (ISS or OSS). Law authorities may be notified.

#### **Section 19, Detention**

Students who receive detention time will serve extra time before or after school, as decided by the staff member that assigns the detention. If the student fails to serve the detention time, it will be doubled and served the next school day. If the student fails to serve the double detention, then the student will be assigned a suspension determined by the principal with detention time being made up prior to the student returning to regular class.

#### **Section 20, Dance Rules**

1. All students who come to the dance are to stay inside, under sponsor supervision.
2. All outside dates must be registered through the principal's office. Registration slips will be turned over to the activity sponsor to check as they come in the door.
3. Outside doors will be locked an hour after the start of the dance. No admittance after this.
4. Nonregistered visiting students will not be permitted in the building.

#### **Section 21, Care of School Property**

Careful attention to the protection of school property is essential. 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 or other penalty.

#### **Section 22, Care of Personal Property**

Students are encouraged to bring only a minimum amount of money and NOT carry large sums of money while attending school or attending school activities. Valuables are

not to be left in unlocked lockers, dressing rooms, classrooms etc. They should be checked in the principal's office, P.E. and coach's office, or with a student manager or teacher. This is your responsibility. Personal property brought to school is the responsibility of the owner. The school does not accept responsibility for lost, damaged, or stolen items. Investigation of items stolen worth more than \$100 will be turned over to law enforcement.

### **Section 23, Responsibility for Money**

School or organization monies should be turned in to the appropriate sponsor daily, otherwise, the person holding the money will be responsible for it.

### **Section 24, Lockers**

Lockers are assigned at the beginning of each school year. Each student is responsible for any damages to his/her locker. All lockers must be locked at all times. If a student neglects to keep his/her locker locked, the locker will be taken away from them.

Access to students' lockers is a legal right of school officials. That right shall be exercised when, in the judgment of those officials, the welfare of students and other personnel appears to be threatened. Any illegal or dangerous objects 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 otherwise be threatened. Law officials may be notified.

### **Section 25, Alcohol-Tobacco-Drug Policy**

Any student, who is in possession of, under the influence of, or who is apprehended in the use of tobacco, alcohol, marijuana, psychedelic or hallucinatory drugs or any habit-forming narcotic at school or while in attendance at a school sponsored event, shall be subject to immediate suspension from school, shall be suspended from participation in all school-sponsored co-curricular activities for a minimum of 30 calendar days.

Beginning with the first day that the NSAA allows any sport to begin fall practice and concluding with the last NSAA spring activity, any student engaging in or charged criminally with or with whom a petition has been filed in juvenile court for prohibited conduct (list follows), whenever or wherever such conduct occurs, will be ineligible for participation in co-curricular activities for a period of 30 calendar days or until the courts have settled the matter, whichever comes later. The disciplinary actions prescribed by these rules may be supplemented by disciplinary action permitted by any other policy or practice of Osmond Community Schools. A student who self-reports to administration within 48 hours will begin serving their 30 days immediately and will not exceed 30 days.

Any second offense violation of this rule will result in suspension from participation in all school-sponsored co-curricular activities for the remainder of the school year.

### **Prohibited Conduct**

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

### **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 they may appeal the decision if they choose.

#### **Section 26, 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.

#### **Section 27, Student Suspension**

Nebraska state statutes provide the following policies and procedures; Section 79-254 through 79-294.

**Section 28, In School Suspension (ISS):** "In-School Suspension" is a term used to describe a disciplinary action taken by the principal for behavior by a student that does not warrant a suspension out of school. The in-school suspension will not exceed five (5) days. During an in-school suspension, a student will not have contact with other students, and will report directly to the principal when told to report to school. During the time spent on in-school suspension, the student will receive full credit for work completed. Also, when in, in-school suspension the student will **NOT BE ELIGIBLE** to participate in any extracurricular activities for that day; *and the student will not be allowed to attend the activity as a spectator.*

**Section 29, Short Term Out of School Suspensions(OSS):** Any student may be excluded (sent home) from the Osmond Community Schools for a period of time not to exceed five (5) school days in the following circumstances, provided that the suspension is assigned under the guidelines provided by Nebraska state statutes:

If the student has a dangerous communicable disease transmissible through normal school contacts.

If the student is infected with or can be proven to be a carrier of external parasite (such as head lice), which may be transmissible through normal school contact, which pose a threat to the safety and well being of the school community.

If the student is involved in behavior or activities, which interfere with, any educational function or which infringe upon the rights of other students to pursue an education. Some of the activities, which could result in short-term suspension, are as follows:

- Possession or use of tobacco, alcohol, drugs at school or on school-sponsored activities.
- Vandalism or theft of property belonging to the school district, staff, students, or on a school sponsored activity.
- If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or if so extremely disruptive to make temporary removal necessary to preserve the rights of other students to pursue an education.
- **Insubordination or failure to follow administrative directives** also constitutes student behavior subject to short-term suspension.

Such short-term out of school suspension shall be made only after the administrator has made an investigation of the alleged conduct or violation and has determined that such suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes. The student shall be given an oral or written notice of the charges against him and an explanation of the evidence the authorities have. He or she shall have an opportunity to present his or her version of the incident. The administrator shall, as soon as is reasonably possible following the suspension, contact the student's parent or guardian verbally or send a written statement describing the student's conduct, misconduct, or violation and the reasons for the action taken. The administrator shall make a reasonable effort to hold a conference with the parents or guardian before or at the time the student returns to school.

**Students on short-term suspension will not be allowed to *participate in or attend* any school activities during the suspension.**

### **Section 30, Long-Term Out of School Suspension (OSS) and Expulsions**

Long-term suspension shall mean the exclusion (removal from school) of a student from attendance in school within the Osmond Community School System for a period of exceeding five (5) school days but fewer than twenty (20) school days. Expulsion shall mean exclusion from attendance in all schools within the system for a designated period of time: such expulsions can extend beyond the completion of the semester.

The following student conduct shall constitute grounds for a long-term suspension or expulsion subject to the procedural provisions of Nebraska statutes when such activity occurs on school grounds or during an educational function or event off school grounds.

- Use of violence, force, coercion, threat, intimidation, **bullying, harassment**, or similar conduct in a manner that constitutes a substantial interference with school purposes, **or make any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another**,
- 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 **or setting or attempting to set a fire of any magnitude;**

- Causing or attempting to cause physical injury to any person, a school employee, or any student. Physical injury caused by accident, self-defense, or other actions undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from each student or making threat which causes or may be expected to cause a disruption to school operations;
- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks;
- Engaging in the unlawful possession, selling, dispensing, alcohol, tobacco, narcotics, drugs, a controlled substance or inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, this term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
- Public indecency or sexual conduct;
- 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. This conduct may result in a suspension or expulsion regardless of the time or location of the offense (*My Space, Facebook, Twitter, etc.*); if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or Internet off-school grounds to threaten.
- A repeated violation of any rules if such violations constitute a substantial interference with school purposes.
- The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members.
- Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
- Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming, standards; dressing, grooming, or engaging in speech that is lewd, or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will

materially and substantially disrupt the work and discipline of the school;  
dressing, grooming, or engaging in speech that a reasonable observer would  
interpret as advocating illegal drug use;

- Willfully violating the behavioral expectations for those students riding Osmond Community Schools busses.

If an administrator makes a decision to discipline a student by a long-term suspension or expulsion, the following procedures shall be adhered to:

On the date of the decision, a written charge and summary of the evidence supporting such charges shall be filed with the superintendent. The principal shall, within two (2) school days of the decision, send written notice by registered or certified mail to the student, the student's parents, or guardian informing them of the rights established under this act.

Such written notice shall include the following:

- The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student;
- The penalty, if any, which the administrator has recommended in the charge, and any other penalty to which the student may be subject;
- A statement that, before long term suspension or expulsion for disciplinary purposes can be involved, the student shall have a right to a hearing, upon request, on the specified charges;
- A description of the hearing procedures provided by this act, along with procedures for appealing any decision rendered at the hearing;
- A statement that the administrator, legal counsel for the school, the student, the student's parents, or the student's representative or guardian shall have the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
- A form on which the student, student's parents, or guardian may request a hearing to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.

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

If a hearing shall be requested within five (5) days of the receipt of the written notice by the student and/or the student's parents or guardian, as described in these rules and regulations, the superintendent shall appoint a hearing examiner and all of the provisions of Nebraska statutes which relate to such a hearing shall be adhered to.

*In all disciplinary suspensions, if the student admits to the infraction or if sufficient*

*evidence indicates to the administration that the student violated the rules, the penalties as indicated above for each case will be in effect.*

If there is any conflict between these policies and Nebraska statutes, the applicable Nebraska statutes shall govern and have priority. Expectations for assignments and homework are that all work must be completed and the student will receive full credit during the "IN SCHOOL OR OUT OF SCHOOL" suspension period.

### **Section 31, 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 Schools 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).

1. 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.
2. 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 students 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.
3. 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.
4. 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.
- 5. 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.

### **Section 32, 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) Student 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) 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 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.

### ***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.

### ***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.

### **Section 33, 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.

#### **Section 34, 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 the Superintendent of Schools, 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 results 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.

### **Article 5-Support Services**

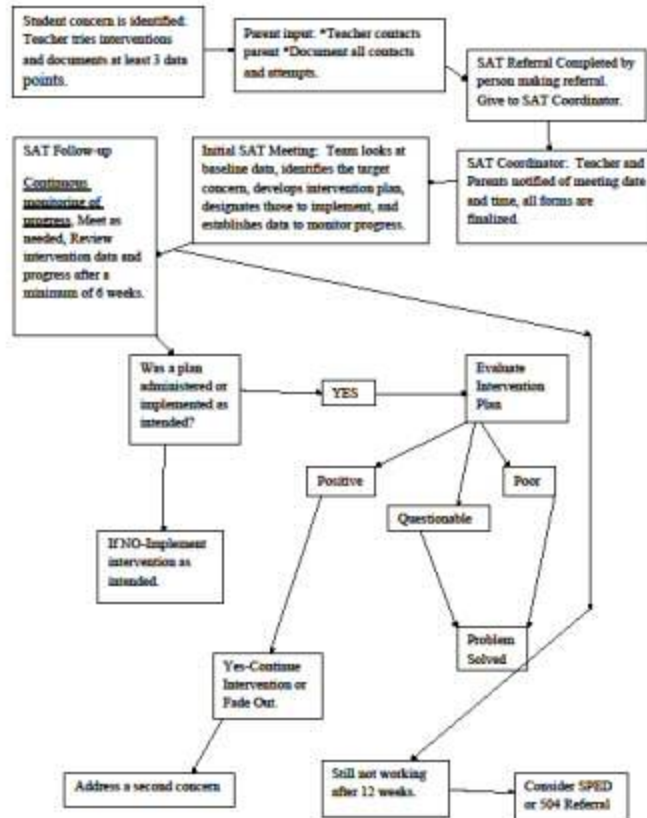
#### **Section 1, Guidance Services**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor. The guidance counselor has a private entrance to his office.

#### **Section 2, Student Assistance Team**

The student assistance program is designed to help students succeed in the school setting and improve the quality of their lives. SAT is a "support group" to help classroom teachers find alternate ways to assist students within their classrooms who may be having trouble in an academic, behavioral, or personal area. The goals of the SAT team are to define target areas of concern, gather and review baseline data, and then develop a goal for student improvement along with an intervention plan. The plan is implemented and data collected in order to make decisions as the process continues. The team will continue the problem solving process as needed.

STUDENT ASSISTANCE TEAM FLOWCHART



### Section 3, College Representative

A good number of college representatives visit Osmond Community Schools each year. If you have a genuine interest in a particular school, let the guidance counselor know in advance. Dates and times of visitations will be posted several days in advance to help you plan. Teachers must be notified in advance so that work missed can be made up prior. There will be a sign-up sheet in the counselor's office. If a representative calls you at home and wants to meet with you at school, please arrange a time which you

might have a study hall or perhaps over the lunch hour.

## **Article 6-Student Fees/Hot Lunch Program**

### **Section 1, 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.

### **Section 2, School Lunch Policy**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
  - (2) Fax: (202) 690-7442; or (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).
- This institution is an equal opportunity provider.

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

All lunches will be eaten in the cafeteria.

### **Section 3, Student Lunch and Breakfast**

For all students in grades 7-12 only, a second helping of the main dish only may be purchased for an additional \$1.00. (This applies to students whether or not they receive free or reduced meals.) Breakfast price is \$1.75 and lunch is \$2.85. 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. Students in grades 7-12 must be going through the breakfast line by 7:55 a.m. or they will be denied breakfast.

### **Section 4, School 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 charge 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 cost of \$0.40.

### **Section 5, 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 incurring damage.

Any schedules of fines will be set prior to the start of the school year and shall be published in the student handbook. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

## **Article 7-Organizations and Activities**

### **Section 1, Honor Society**

#### *Constitution      Preamble*

We, the students of Osmond Community Schools, in order to urge students to work to their utmost ability and to increase the desire of the students to climb scholastically, do ordain and establish this constitution of the Osmond Community Schools Honor Society.

#### **Article I. Organization**

Section 1. The name of this organization shall be known as Osmond Community Schools Honor Society.

#### **Article II. Membership**



Section I. In order to be a member, a student shall have made the first semester Honor Roll and second semester Honor Roll in succession OR the second semester of the current year and first semester of the following year to be a member of the Osmond Honor Society. To remain a member of the Osmond Honor Society, you must be on the semester Honor Roll every semester after you are a member.

Section II. If a person already a member fails to make the semester Honor Roll, he or she will be dropped from the Honor Society until they have been named once again to the Honor Roll twice in succession.

## **Section 2, Student Council**

Your voice in Osmond High School is heard through the voice of the Student Council. The Student Council is comprised of a president and vice-president elected by a majority vote of the student body. Two representatives from each class, 9-12, are elected who are in the top half of the class academically. Presidents from other student organizations are also represented on the council.

Student Council is formed for the purpose of (1) helping to maintain standards and principles of Osmond High; (2) provide a representative body in which school policies and problems involving the student body may be discussed; (3) to aid the school in any way possible when situations involving the student body may develop.

## **Section 3, General Assemblies**

From time to time, the student body will assemble for lectures, entertainment and other purposes. Pupils are asked to act so that visitors will feel welcome. The more appreciative the audience, the easier it is to get good programs. Please show your appreciation for programs at the proper times.

## **Section 4, Pep Rallies**

Pep rallies are held prior to athletic events for the purpose of creating proper atmosphere for these athletic events. Approximately 15 minutes will be allowed for each pep rally which is approved by sponsor and administration.

## **Section 5, Eligibility for Homecoming King and Queen**

(Meet 1 or 2 standard)

1. Current sport participant. (An active player on a fall sports team of Osmond High School or a 4-year potential sports participant.)
2. "O" Club member in good standing. (To be in good standing an "O" Club member must have lettered as a player and remained active in an Osmond High School sport.)

Any student selected by members of the student body for king or queen of homecoming is ineligible for prom king and queen, to be nominated by the senior class only and voted on by 9-12 students.

## **Section 6, Behavior Rules for Participants in Co-curricular Activities**

It is the belief of Osmond Community Schools that it is important to support the total student. Expectations for our students participating in co curricular activities include not

only behavior at school or at school functions, but go beyond the school day and into the community. We believe that part of the learning is accepting responsibility for one's actions. Thus the school district is extending its authority to hours and places beyond the regularly-perceived boundaries in an effort to show strongly to students and community our intent to work with and help all students in their decision making. We believe this stance will further help to develop responsible adult citizens while serving as a deterrent to certain unlawful behaviors.

#### **Section 7, Transportation to School-sponsored Activities**

Transportation to school-sponsored activities will be provided by the school for participants and they are required to ride the transportation both ways unless arrangements have been made for by the parents (or sibling 21 years or older) to transport the student home. If student is required to be at the event, he/she will have transportation provided.

### **Article 8-State and Federal Programs**

#### **Section 1, 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 which receive federal funds.

Title IX forbids schools from treating students of one sex differently than others. 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 sex. (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 sex.
5. Refuse to allow a female student or 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 which 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 sex 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 sexes.
4. The school may have separate teams for sexes:
  - a. For contact sports.
  - b. For any team sport in which students are selected to play on the basis of skill.

#### **Section 2, Annual Notification of Asbestos Management Plan Availability**

### **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 re-inspection 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.

### **Section 3, 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."

#### **Section 4, 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) afford 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 is 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.)

**Section 5, 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.)

**Article 9-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

## **Article 10-Unforeseen Circumstances**

### **Section 1, Unforeseen Circumstances**

Every provision for appropriate, safe, learning conducive behavior over an entire school year cannot possibly be anticipated in a handbook. The school administration will address the unforeseen as necessary. Any actions needed will be communicated to the

parents before commencing. The Board of Education's review, council, and directives will be sought in those instances warranted.