



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

**402-748-3362  
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**School Motto:  
“Learners Today, Leaders Tomorrow”**

**Mr. Skip Bremer  
Superintendent**

**Mr. Kurt Polt  
K-12 Principal**

This Elementary Handbook Belongs To:

Name \_\_\_\_\_

Address \_\_\_\_\_

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

**2023-24 Osmond Community School  
Elementary Student-Parent Handbook Table of Contents**

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**Insert Calendar from Publisher 22-23**

## **Notice of Nondiscrimination**

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

## **Forward**

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

## **Philosophy and Objectives**

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

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

## **Students' Rights, Rules and Responsibilities**

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

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

You are responsible for: (1) knowing and obeying school rules, (2) respecting and submitting to the authority of the school staff, (3) applying yourself to the best of your ability to the learning tasks assigned, (4) attending school regularly and punctually, and (5) using school facilities and equipment carefully.

This book should be used every day to help you plan your time and activities, as well as give you information about school rules and expectations. No student handbook can cover all potential situations that may arise. *The administration reserves the right to handle all situations and/or conflicts not covered in this handbook.*

## PROCEDURES

### **Beginning of the Day**

The school day will begin at 8:15. Students will enter the building through the south door of the main entrance and report to the lunch room immediately. Staff supervision of the lunch room will begin at 7:50. Students will either walk in the gym, or sit at a table in the lunchroom until they are dismissed to their classroom at 8:15. If a student enters after 8:15, they must report to the office before going to the classroom.

### **Leaving the Building During the Day**

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

### **Time Schedule**

7:50 am	Breakfast offered to elementary students
8:15 am.	Classes begin for elementary students
11:00 am.	Elementary lunch break
3:45 pm.	Dismiss bus riders
3:47 pm.	Dismiss rest of student body

### **Student Lunch and Breakfast**

Students in grades 4-6 may purchase a second helping of the main dish for an additional \$1.00. This applies to students whether they receive free or reduced meals. The breakfast price is \$2.05 and lunch is \$2.95. Additional milk may be obtained in the lunch line for \$0.40 and will be placed on the student's family account. No money will be handled in the lunch line. Afternoon milk is available to lower elementary grades K-3. Since it is not part of the free and reduced lunch program, students will be billed per day if they choose to participate. The breakfast program is served to students from 7:50 to 8:00.

### **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.*”

### **Lunch Charge Policy**

The district’s policy on charged meals is: If a student has no funds available to pay for a meal, the student will be permitted to charge up to thirty dollars (\$30.00) on their family account. **Thereafter, if a student has no funds available to pay for a meal, no food will be provided.** Students who qualify for free or reduced-price meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

### **Fines for Lost or Damaged Items**

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

### **Medication Policy**

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

Any student who is required to take prescribed medication during the regular day should do so in compliance with these regulations (except for certain students with inhalers):

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.

### **Telephone/Cell Phone Usage**

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

### **Visitors**

Parents and alumni are encouraged to visit the Osmond school building. They should notify the

office prior to such a visit. Students will not be allowed to bring guests without permission from the principal. Permission should be asked 24 hours in advance. All guests and visitors must report to the principal's office first.

### **Bulletin and Announcements**

All notices of social, athletic and general events for the day and specific instructions are read during first period each morning. Daily announcements may be found on the OHS web site, [www.osmondigers.org](http://www.osmondigers.org). All announcements need to be turned into the office by 2:30 p.m. on the 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 or those benefiting local organizations.

### **Student Council**

The elementary student council is an organization formed to improve the school environment, resolve problems, promote school spirit, and encourage community service. The council sponsors activities such as choosing events to encourage school spirit in the elementary, raising money for playground equipment and other materials, and discussing concerns in the school. Two students from each classroom, grades 3 through 6, are chosen to serve on the student council. They often meet outside the regular school day.

### **Transportation to School-sponsored Activities**

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

### **School Cancellations**

Parents will be notified of school cancellations/late starts, due to bad weather via our Power Alert phone messaging system. In addition, it will be announced on radio station US92-Norfolk, and television station KTIV-Channel 4, Sioux City. **If you are in doubt about school being held, please listen to these stations. The final decision as to whether to send your child(ren) to school during inclement weather resides with the parent/guardian.**

### **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:

Main Entrance Exit #1:	Rooms 11 – 27; 47 – 54; Gymnasium
Elementary Entrance Exit #2:	Rooms 5 – 10
Southeast Door Exit #3:	Rooms 1 – 4
Southwest Door Exit #4:	Rooms 55; 57 & 58; 61 – 65
Northwest Door Exit #8:	Rooms 36 – 46
Northeast Door Exit #12:	Rooms 28 – 35
Lunchroom and Line:	K – 6 exit SE door #3

### **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 Elementary Girls Restroom	Rooms 1 & 2
East Elementary Boys Restroom	Rooms 4, 5, & 9
West Elementary Boys Restroom	Rooms 62 & 63
West Elementary Girls Restroom	Rooms 64 & 65
JH Boys Locker Room	Rooms 23 – 26
HS Boys Locker Room	Rooms 28 - 34
JH Girls Locker Room	Rooms 50 – 56; Gymnasium
HS Girls Locker Room	Room 37 – 49

## ATTENDANCE

### **Elementary Attendance Policy**

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

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

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

### **Attendance Procedures**

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

### **Tardies**

If you arrive late to school, report to the office immediately before going to your classroom.

## ACADEMIC ISSUES

### **Report Cards**

Report cards are issued at the end of each nine-week period. They will be sent home about one week after the grading period ends. Parents may also receive a progress report at the midpoint of each nine weeks if requested.

### **Grading System**

The grading system is as follows if receiving letter grades:

A+ = 99-100	A = 95-98
A- = 93-94	B+ = 91-92

B	= 87-90	B-	= 85-86
C+	= 83-84	C	= 79-82
C-	= 77-78	D+	= 75-76
D	= 72-74	D-	= 70-71

### Summer School

Any 5<sup>th</sup> or 6<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 will be in the curricular area for which the student failed.

### Student Cumulative Records

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

Parents of students have the legal authority to review and inspect their child's 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.

### Testing

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

Testing area:

- A. Achievement
  - 1. NWEA-Measures of Academic Progress (MAP)
  - 2. Nebraska State Assessment (NSCAS) for grades 3 - 8
- B. Diagnostic Test
  - 1. DIBELS Next
  - 2. STARS Reading Test
- C. Special Services
  - 1. Psychological and Academic Testing

### 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 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 marketing that information (except for the development of educational products or services).

2) The administration of any survey that delves into the sensitive subjects identified in the law.

3) The administration of any non-emergency, invasive physical examination or screening that is not otherwise permitted or required by State law, including those without parental notification.

### **Guidance Services**

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

### **Student Assistance Team**

The student assistance program is designed to help students succeed in the school setting and improve the quality of their lives. 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 to make decisions as the process continues. The team will continue the problem-solving process as needed.

## **BEHAVIOR ISSUES**

### **Discipline**

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

### **Prohibited Conduct**

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

### **Bullying**

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

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

A student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process,

regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law. The extent of the disciplinary consequences will depend on the frequency, duration, severity and the effect of the bullying behavior.

Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. The school district shall annually review #5054 – Student Bullying Policy.

### **Ejection from Class**

If you are sent from a classroom as a disciplinary action, you are to report to the office. If no one is in the office, you should wait there until told otherwise. Ejection from any class may result in an after-school detention and/or a conference with the parent.

### **Dress and General Appearance**

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

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. Shorts are not allowed from November 1<sup>st</sup> – March 31<sup>st</sup>.
2. Mesh shirts, tank tops, bare midriffs, and boxer shorts are not appropriate. All T-shirts, etc. must have sleeves and be in good repair; muscle shirts will not be allowed.
3. Hats, sunglasses and bandannas are not appropriate attire in the school building.
4. Clothes should be in good repair, and they should not glorify or bring attention to the use of alcoholic beverages, tobacco, and/or drugs.
5. All clothing should be appropriate for outside weather conditions.
6. Student dress and personal grooming shall not be so unusual as to create special attention.
7. No wallet chains are allowed.
8. No laser pens/pointers are allowed on school grounds without special permission from the principal.
9. Winter coats may not be worn during the school day and must be kept in your locker.

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

### **Public Show of Affection**

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

### **Care of School Property**

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

### **Care of Personal Property**

Valuables are not to be left in unlocked lockers, dressing rooms, classrooms, etc. They should be checked in the principal's office or left with the 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.

### **Responsibility for Money**

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

### **Lockers**

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

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

### **Student Behavior on School Vehicles**

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

#### **Rules of Conduct on School Vehicles**

- 1) Students must obey the bus driver promptly and always.
- 2) Students must arrive at the bus stop before the bus is scheduled to arrive. The bus driver will not wait for tardy students.
- 3) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the bus stops.
- 4) Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- 5) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 6) Students must remain seated and keep aisles and exits clear while the bus is moving.
- 7) Students are prohibited from throwing or passing objects on, from, or into buses.
- 8) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the bus.
- 9) Students may eat or drink on the bus at the discretion of the driver.
- 10) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the bus.
- 11) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the bus is in motion. Students must be quiet when the bus approaches a railroad crossing and any time the bus driver calls for quiet.
- 12) Students may not open bus windows without permission from the bus driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of bus windows.
- 13) Students must secure any item or items that could break or produce injury if tossed about the inside of the bus if the bus were involved in an accident.
- 14) Students must respect the rights and safety of others 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 the 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.

### **Hall Conduct**

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

## **SCHOOL POLICIES**

### **Student Fees Policy**

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

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

### **Administrative Procedures**

The principal will:

1. Obtain from law enforcement officials information that identifies students who were charged criminally or had a petition filed in juvenile court against them.
2. If the principal concludes the evidence supports the charge, he will confer with the student to inform him/her of the charge and the available information, give the student the opportunity to tell his/her version of the incident, weigh the evidence as to the offense, decide 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.

### **Appeal Process**

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

## **Suspension of Pupils**

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

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

## **Suspension and Expulsion**

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

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

1. Must make an investigation
2. May suspend after he/she determines it is necessary to help
3. Students must be given oral or written notice or charges, an explanation of the evidence against him/her, and an opportunity to present his/her version.
4. Within twenty-four (24) hours (or such time as is reasonably necessary) following suspension, the principal must:
  - a. Send a written statement to student, student's parents/guardians, describing the student's conduct or violation of rule.
  - b. Give reasons for action
  - c. Make a reasonable effort to confer with parents/guardians before or at the time the student returns to school.
5. Suspension may be either in-school or out-of-school. In-school suspension will be used for first offense violations and for situations, at the discretion of the principal, when students display a cooperative disposition and a positive attitude for improved behavior. Out-of-school suspension will be used in all other instances calling for suspension, as well as flagrant first-time violations. During an out-of-school suspension, students will be allowed an opportunity to complete assignments on their OWN time, such as during the suspension time at home, or in study hall. Students WILL NOT be allowed to do assignments from the suspension during class/class time. Time to complete assignments will be set by individual teachers, and it is the student's responsibility to get assignments before school, after school, or from other classmates for the out-of-school suspension.

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

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

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

B. Procedure for Emergency Exclusion:

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

C. Long-Term Suspension and Exclusion:

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

- a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- b. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value;
- c. Causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accidents, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- d. Threatening or intimidating any student with the intent of obtaining money or anything of value from such student;
- e. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
- f. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or alcoholic liquor;
- g. Sexually assaulting or attempting to sexually assault any school employee or any student, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault the school employee or student. For conduct described in this subdivision, including sexual assaults or attempted sexual assaults which occur off school grounds not at an educational function or event, if the student attends the same school as the victim attends or is employed by, the student may be subject to mandatory reassignment to another school within the system and the mandatory reassignment may be in addition to long-term suspension or expulsion. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in Sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended.
- h. Improper sexual activity
- i. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
- j. A repeated violation of any rules and standards validly established pursuant to Section 79-4, 176 if such violations constitute a substantial interference with school purposes (Laws 1976, 1983, 1988);
- k. Use of tobacco on school property or at school-sponsored events (cigarettes, cigars, snuff, chewing tobacco, etc.);
- l. Gambling

### 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. Students expelled from school must be provided with an alternative education program. Alternative education provisions provided by Osmond Community Schools shall be as follows: The student may enroll in an administratively-approved correspondence course(s). All work completed for the correspondence course(s) shall occur away from Osmond Community School's grounds. Credit will be awarded and the student or parent/guardian shall reimburse the cost (tuition only - no books or postage will be reimbursed) of the course(s) upon official evidence that the student has successfully completed the correspondence course(s).

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 student's parents/guardians of the time and place for the hearing within two school days after being appointed.
  - 1. Requirements to be a hearing examiner:
    - a. Has not brought the charges against the student.
    - b. Shall not be a witness at the hearing.
    - c. Has no involvement in the charge, be impartial.
    - d. Must be available to answer any questions relative to the hearing.
    - e. May be anyone, even a school employee.
    - f. Hearing must be held within five (5) days after the request, but cannot be held without providing the principal, student, and student's parents/guardians of at least two (2) school days' notice.
    - g. The right to examine the record and written statements, including the statement of any witnesses for the school, prior to the hearing with the principal, must be provided to legal counsel, student's parents/guardians or representative.
    - h. If no hearing is requested, the punishment goes into effect on the fifth (5) day following notice.

A hearing may be held, if requested after five (5) days, but no later than thirty (30) calendar days following receipt of notice; thereafter punishment continues, pending final determination.

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 question 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.

### **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 uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

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

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

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

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

### **LB988 - Firearm Policy**

It shall be the policy of the Osmond Community School District 42R to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or any other way of transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm in a school, on school grounds, in a school owned vehicle, or at school-sponsored activity or athletic event. This policy shall not apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officers training corps, peace officers, or other duly authorized law enforcement officers when on duty or training. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, for instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm exposed.

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

### **Grievance Procedure for Students**

It is the policy of Osmond Community School District 42R not to discriminate based on 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 based on the following criteria:

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

If you believe that you have been discriminated against, you may make a claim that your rights have been

denied. This claim or grievance may be filed with Superintendent David Hamm, Box 458, Osmond, Nebraska 68765, phone (402) 748-3777, coordinator for Title IX, Section 504, and Title VI, under the following procedure *Grievance Forms may be requested from the superintendent or principal.*

#### **Level One**

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

#### **Level Two**

In the event the grievant is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing, sign it, and submit it to the principal or immediate supervisor within five (5) days after the oral response at Level One. A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based and an explanation of how such facts result in sex discrimination or discrimination based on handicap. The principal 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 superintendent. The 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 to examine evidence of sex discrimination or discrimination based on handicap in the case submitted. The grievance committee will consider all relevant evidence presented about 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.

### **Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements; the board encourages patrons and school staff to discuss their concerns with appropriate school personnel to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment based on race, color, national origin, gender, marital status, disability, or age, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted to the president of the board of education.

d) Complaints involving discrimination or harassment may also be submitted, at any time during the complaint procedure, to the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302 or by telephone at (816) 268-0550.

3. When a complainant submits a complaint to an administrator, the administrator shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the staff member involved.

1) If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

2) If the complainant refuses to discuss the matter with the staff member, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator received the complaint.

4. A complainant who is not satisfied with the building principal's decision regarding a complaint may appeal the decision to the superintendent.

a) This appeal must be in writing.

b) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

c) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.

a) This appeal must be in writing.

b) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

c) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 12 months after it received complainant's written appeal.

d) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

### **Sex Discrimination**

Title IX of the Educational Amendments of 1972 applies to students attending schools that receive federal funds. Title IX forbids schools from treating students of one gender differently from the other. Under the rules, your school cannot:

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

### **For rule Number 1 above, there are some exceptions:**

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

### **Internet Use:**

#### **A. Acceptable Use**

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

#### **B. Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems.

5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

## **Enforcement**

### **C. Methods of Enforcement**

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

### **D. Consequences for Violation of this Policy**

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
  - a. Loss of computer privileges;
  - b. Short-term suspension;
  - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  - d. Other discipline as school administration and the school board deem appropriate.

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

### **Children's Online Privacy Protection Act (COPPA)**

- E. The school will not allow companies or other agencies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
- F. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

### **The Family Educational Rights and Privacy Act (FERPA)**

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

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

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

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

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

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

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

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

- (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

### **PPRA Model Notice and Consent/Opt-Out for Specific Activities**

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.

### **Annual Notification - Osmond Public Schools, Osmond, NE**

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

The presence of asbestos in a building does not mean that the health of building occupants is necessarily endangered. If 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.

An 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 the school superintendent.

### **Lice and Nits**

As per Board Policy #5062, students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

### **UNFORESEEN CIRCUMSTANCES**

Every provision for appropriate, safe, and learning-centered behavior throughout an entire school year cannot possibly be anticipated in this handbook. The school administration will address any unforeseen circumstances as they occur. Any actions to be taken will be communicated to the parents before they are administered.