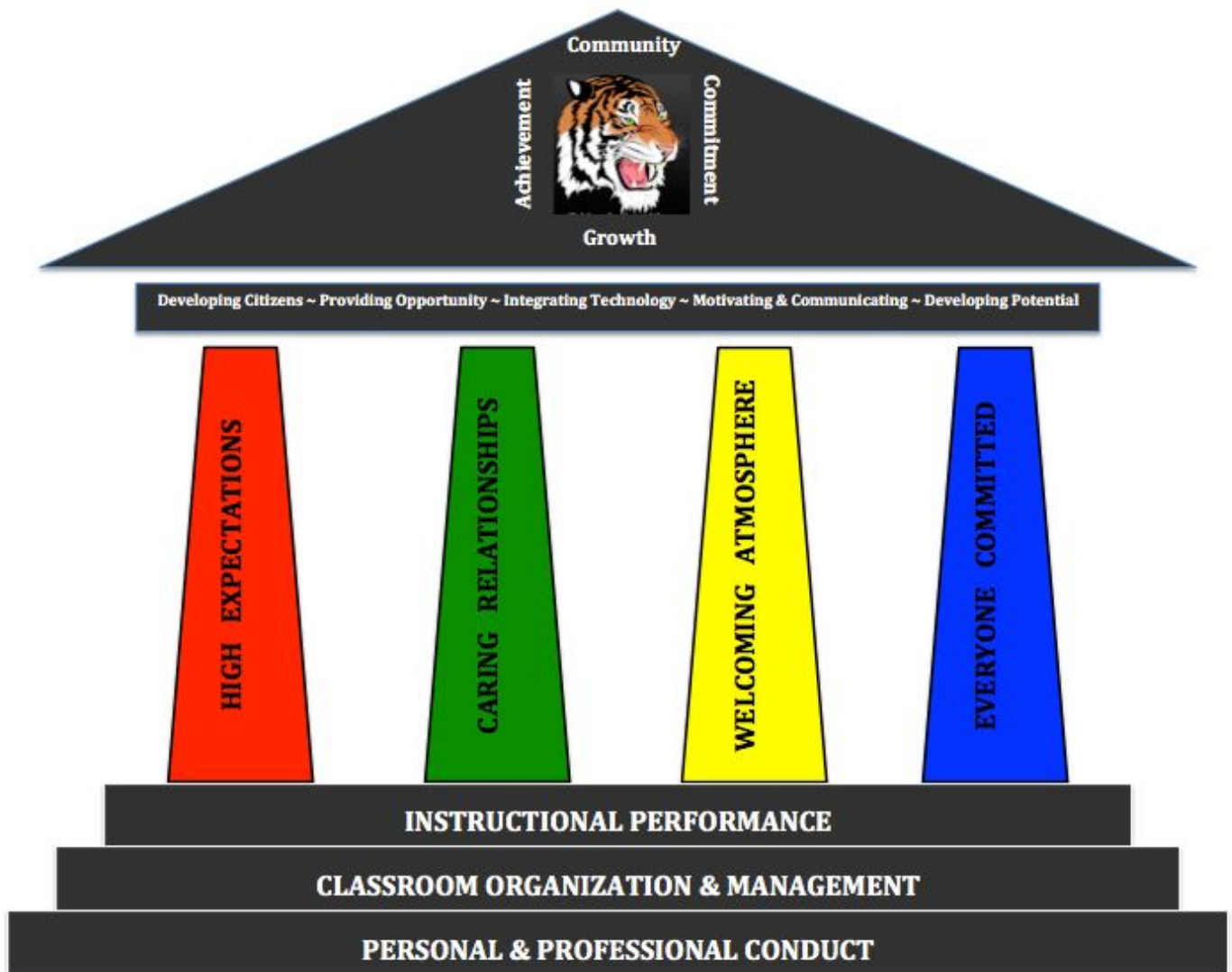


# PALMER PUBLIC SCHOOLS

2018-19

## STUDENT/PARENT HANDBOOK



Palmer Public School, 202 Commercial Street, Palmer, NE 68864

**HOME OF THE TIGERS!**

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## Foreword

### Section 1 Intent of Handbook:

The intent is that this handbook is to be used by students, parents and staff as a guide to the rules, regulations, and general information about Palmer Public School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a “contract”. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in this handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

### Section 2 Members of the Board of Education:

Kathy Wolfe - President	Jennifer Kunze - Treasurer
Todd Weller - Vice-President	Brian Friedrichsen - Member
Ashley Wissing - Secretary	Daniel Hake - Member

### Section 3 Administrative Staff:

Dr. Joel Bohlken, Superintendent  
Sherise Loeffelbein, PK-6 Principal/K-12 SPED Coordinator  
Greg Morris, 7-12 Principal/K-12 Curriculum Coordinator  
Rob Wegner, K-12 Activities Director

### Section 4 Teaching Staff:

Elizabeth Shotkoski, Early Childhood	Denise Bruland, Counselor, K-12
Dawn Tedmon, Early Childhood	Dennis Mottl, 7-12 Ag ED
Whitney Hake, Kindergarten	James Chvala, 7-12 Foreign Language/DL
Becky Meyer, Grade 1	Natalie Bohlken, 7-12 Resource
Kim Bader, Grade 2	Jaime Green, 7-12 Language Arts
Kayla Dobson, Grade 3	Cindy Doggett, 7-12 Math / Assessment Coordinator
Brenda Thompson, Grade 4	Nathan Glause, 7-12 Business / Technology
Brandon Rolf, Grade 5	Mary Gregoski, K-12 Media/ 7-12 Lang Arts
Joanie Samuelson, Grade 6	Luke Thompson, 7-12 Social Sciences
Melissa Kriz, K-6 Resource	Kristin Reimers, 7-12 Natural Sciences
Danielle Killinger, Title I	Hayley Royle, Middle School Math & HS Science
Anna Sake, Music (K-12)	Jim Sake, Health/PE & Weight Training
	Rob Wegner, Health/PE & Weight Training

### Section 5 Support Staff:

Brittany Friedrichsen, Secretary/Bookkeeper	Cathy Blauhorn, Bus Driver
Deon Wetzel, Head Office Secretary	TBD, Bus Driver
Sara Umstead, Assistant Office Secretary	Veronica Lane, SpEd Para
Kelly Kunze, Preschool & SpEd Para/Driver	Candice Muller, Nutrition Services Manager
Judy Bennett, SpEd Para / Bus Driver	Jody Tibbetts, Nutrition Services Assistant
Trish Harrahill, SpEd Para	Ami Eckstrom, Nutrition Services Aide

Jeanne Happ, Library Aide  
Vicki Fellers, Head Custodian  
Elwin Beed, Assistant Custodian  
Karen Hallsted, Assistant Custodian

Andy Schwan, Tech Coordinator/LAN Manager  
TBD, DL Art/Aide  
Derek Niewohner, SpEd Para  
Kimberly Sullivan, Elementary Para  
Sadie Fellers, Preschool Daycare

## **Section 6 School Calendar:**

The School Calendar is on the website [www.palmer.tigers.org](http://www.palmer.tigers.org)

## **Article 1 – MISSION AND GOALS**

### **Section 1 School Mission Statement**

The mission of Palmer Public Schools is to be a community that prides itself on commitment, growth, and achievement.

### **Section 2 Goals and Objectives**

1. We believe the future of the community is dependent upon the school's ability to develop productive and responsible citizens.
2. We believe in providing all students an opportunity for the highest quality education within the resources of the District.
3. We believe in integrating technology into all areas of the curriculum.
4. We believe Palmer Public School shall meet student's goals by encouraging positive motivation and open communication through staff, family and community.
5. We believe we should provide the opportunity for each student to develop to their fullest potential through a variety of learning strategies.

### **Section 3 Mutual Respect**

The Palmer Public School expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

### **Section 4 Multicultural Policy**

It is the policy of the Palmer Public School system to utilize the resources of curriculum, instruction, in-service, counseling and guidance to reflect the racial, ethnic, language and cultural heritage of both the historical and modern-day United States of America by observing the following objectives:

1. To select materials and methods that will eliminate bias and stereotype in our schools.
2. To conduct in-service programs for our staff that will help them to understand a multi-cultural approach and to reflect it in their teaching and administrative duties.
3. To encourage all students to grow in self-esteem and to understand and develop their academic and human potential.
4. To guard against the grouping of students that reflects racial, ethnic, language or cultural bias.

### **Section 5 Complaint Procedures**

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, 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.
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.
3. When a complainant submits a complaint to an administrator, the administrator shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - (a) If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member.
    - (b) 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.
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.
  - c) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision.
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) The board may, but is not required to, receive statements from interested parties and witnesses relevant to the complaint appeal.
  - c) The board will notify the complainant in writing of its decision.
  - 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:
  - 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.
    - 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 refer the matter to the board of education for consideration at a regular or special meeting.

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

**SEE FORM A – SCHOOL PERSONNEL COMPLAINT FORM**

**Article 2 – SCHOOL DAY**

**Section 1 Daily Schedule**

The school day for all students starts at 8:00 a.m. Non-bus riders will be served breakfast between 7:20 and 8:00 a.m. Elementary students arriving prior to 8:00 may eat breakfast or go to the playground. The school day ends at 3:30 p.m. Doors will open at 7:20 a.m. to enable students to eat breakfast. There will be no supervision provided by the school before or after these times. Parents must make arrangements for their children to leave school promptly at the end of the day. From time to time, the schedule will be changed for various reasons such as activities or weather. Palmer School uses the following standardized daily schedules:

**Typical Bell Schedule**

Period 1	8:00 – 8:50	
Period 2	8:50 – 9:40	
Period 3	9:40 – 10:30	
Period 4	10:30 – 11:20	A Lunch - 11:16 – 11:44 (Elementary)
Period 5	11:20 – 12:10	B Lunch - 11:44 – 12:10 (Elementary)
Lunch/AA/SH	12:10 – 1:00	C Lunch - 12:10 – 12:35 (GRADES 9-10-12)
Period 6	1:00 – 1:50	D Lunch - 12:35 – 1:00 (GRADES 7-8-11)
Period 7	1:50 – 2:40	
Period 8	2:40 – 3:30	

\* 50 minute periods

**Late Start (10:00) Schedule**

Period 1	10:00 – 10:35	
Period 2	10:35 – 11:10	
Period 3	11:10 – 11:45	
Period 4	11:45 – 12:20	A Lunch - 11:24 – 11:52 (Elementary)
Lunch/AA/SH	12:20 – 1:10	B Lunch - 11:52 – 12:20 (Elementary)
Period 5	1:10 – 1:45	C Lunch - 12:20 – 12:45 (GRADES 9-10-12)
Period 6	1:45 – 2:20	D Lunch - 12:45 – 1:10 (GRADES 7-8-11)
Period 7	2:20 – 2:55	
Period 8	2:55 – 3:30	

\*35 minute periods

**Early Out (1:00) Schedule**

Period 1	8:00 – 8:32	
Period 2	8:32 – 9:04	
Period 3	9:04 – 9:35	
Period 4	9:35 - 10:06	
Period 5	10:06 - 10:37	
Period 6	10:37 – 11:08	A Lunch - 11:11 – 11:39 (Elem)
Period 7	11:08 – 11:39	B Lunch - 11:39 – 12:05 (Elem)
Period 8	11:39 – 12:10	C Lunch - 12:05 – 12:30 (GRADES 9-10-12)
Lunch/AA/SH	12:10 – 1:00	D Lunch - 12:30 – 12:55 (GRADES 7-8-11)

\*31-32 minute periods



### House Day (2:26) Schedule

Period 1	8:00 – 8:42
Period 2	8:42 – 9:24
Period 3	9:24 – 10:06
Period 4	10:06 – 10:48
Period 5	10:48 – 11:30
Period 6	11:30 – 12:12
Lunch/AA/SH	12:12 – 1:02
Period 7	1:02 – 1:44
Period 8	1:44 – 2:26
House Period	2:26 – 3:30

A Lunch - 11:02 – 11:30 (K-1), 11:18 – 11:46 (Elem)
B Lunch - 11:46 – 12:12 (Elem)
C Lunch - 12:12 – 12:37 (GRADES 9-10-12)
D Lunch - 12:37 – 1:02 (GRADES 7-8-11)

\* 42 minute periods

### House Day (3:06) Schedule

Period 1	8:00 – 8:47
Period 2	8:47 – 9:34
Period 3	9:34 – 10:21
Period 4	10:21 – 11:08
Period 5	11:08 – 11:55
Lunch/AA/SH	11:55 – 12:45
Period 6	12:45 – 1:32
Period 7	1:32 – 2:19
Period 8	2:19 – 3:06
House Period	3:06 – 3:30

A Lunch - 11:01 – 11:29 (Elem)
B Lunch - 11:29 – 11:55 (Elem)
C Lunch - 11:55 – 12:20 (GRADES 9-10-12)
D Lunch - 12:20 – 12:45 (GRADES 7-8-11)

\* 47 minute periods

## Section 2 Severe Weather and School Cancellations

In case of bad weather or for any reason school cannot be held announcements will be made via the Palmer Mass Notification System (MNS), utilizing email and phone (voice or text). Parents can sign up for this service by completing the necessary forms. Additionally, the announcements of this fact will be made through the following news media: KOLN-KGIN TV Channels 10 & 11; KHAS TV Channel 5; KHGI TV Channel 13; KZ-100 FM Central City; Radio; KLKN TV Channel 8. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the district. Please do not call the school or individual staff members to find out whether school is being canceled.

Parents should predetermine where to send your children in case of early school dismissal. Parents of elementary students: Please notify your child's teacher so he/she can assist your child in reaching the proper destination.

## Section 3 Open-Closed Campus

After arrival on the school grounds and until the close of the school day, no student is allowed to leave the campus (for any reason, e.g. bank, hardware store, etc.) without permission from the office.

Seniors who scored proficient in all NSCAS tests as the Juniors will be allowed open campus lunch. Students that choose to leave campus for lunch will not be allowed to leave early and will be expected to be back to school on time. Any student returning late from open campus lunch will lose the privilege. Late is defined as being tardy to the classroom they are expected to be in following their lunch period (being in the building is not considered on time). In addition, students who choose to take advantage of the open campus option will be expected to eat lunch off campus. They will not be allowed to bring their lunch into the school and will not be allowed to bring lunch back for other students. If this is done, this will also be grounds for losing the privilege of open campus lunch.

## Section 4 Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their

- vehicles during the school day, without administrative permission.
2. Students must drive with care to insure the safety of the pedestrians. Students may not drive carelessly or with excessive speed. Students must also park appropriately in designated parking areas. If students are unable to do this, they may be asked to park elsewhere.
  3. By driving personal vehicles to school, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

## **Article 3 – USE OF BUILDING AND GROUNDS**

### **Section 1 Entering and Leaving the Building**

Students will be admitted in the building at 7:20 a.m. Secondary students are tardy if they are not in their rooms at 8:00; elementary by 8:00. After school all students are expected to leave the building before 3:50 p.m. unless DIRECTLY supervised by a member of the faculty. Custodians are not to assume this responsibility.

Parents/guardians of elementary students will be notified by their child's teacher before students are required to stay after school. Students will not be required to stay after 5:00 p.m. unless other arrangements have been made with the parents/guardians.

During the school day students are to remain in the building unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office.

### **Section 2 Visitors**

Anyone not enrolled at Palmer Public School wishing to see a student during the school day must check in with the office immediately upon entering the building. Students wishing to bring a guest to school must pre-approve such a visit with the guidance counselor or Superintendent one full day prior to the visit.

We welcome parents to visit their child's classroom, as it is a boost to your child's pride when you come to school. When or if you come for a visit, we would ask that you contact the classroom teacher beforehand as schedules and out-of-class opportunities may alter the day's activities.

We recommend that you *do not visit during the first two weeks or the last two weeks of school.* During these times, it is impossible to get a "true picture" of our regular school activities.

Parents are asked not to bring small children as students are distracted by them.

### **Section 3 Smoke-Free Environment**

Palmer Public School declares all of our school buildings to be smoke-free, including electronic cigarettes or vaping devices. We would appreciate your help in meeting the goal of a smoke and tobacco free environment for our children.

### **Section 4 Wireless Phones/Digital Storage & Display Devices**

The carrying of wireless phones and/or camera phones, or mp3 players and other digital storage/transport/display devices is not prohibited but the use of such is restricted as specified below. Violations shall result in the immediate confiscation of the device by the school administration as well as a discipline referral. Further information regarding disciplinary measures related to cell phone /digital devices is found on pages 33-34 of this handbook.

1. Conversing or text messaging during class or study hall is prohibited.
2. Cameras or camera phones are not allowed in locker rooms or restrooms.
3. Cameras are not to be used in the classroom or hallways during the school day except for assigned class or club activities.
4. Students bringing their own personal digital storage devices, cameras, or mp3 players into the school do so with the understanding that the device as well as the contents of said device are subject to inspection at any time by school personnel.

- a. Inappropriate content will result in the confiscation of the device or its contents until after a conference with the parent. Such a violation may result in disciplinary action.

## **Section 5 Water Bottles/Drinks**

The water bottle must be a clear see-through bottle. It must not be larger than the 20 ounce bottles sold at school. Any other drinks consumed at school may only be drinks that have been purchased from the vending machine. Teachers have the right to not allow drinks in class if that is their rule. No water bottles in the computer lab. Drinks stored in lockers need to be tightly sealed. No outside beverages are to be stored in your school locker. Privilege will be suspended if there are problems that occur with the use of water bottles or beverages.

## **Section 6 Care of School Property**

All property belongs to the school and has been provided at taxpayers' expense. Any person who loses, mars, or damages school property should expect to pay for all such damages. In addition, a \$5.00 service charge will be assessed for each occurrence. School policy and Civil Law will also determine the consequences of such action. The District provides certain equipment for student use (i.e. computers, shop equipment, etc.). Special care should be taken when this equipment is in use. All problems encountered with this equipment must be immediately reported to the supervising teacher.

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

## **Section 7 Lockers**

Each secondary student will be assigned a locker for the school year on the day of registration or the first day of school. If there are insufficient lockers, they may be assigned and shared with another student. Lockers are to be kept clean at all times. Any school property lost or student materials lost are the responsibility of the student and school property must be paid for. At no time should money or valuables be left in lockers. These lockers remain the property of the school and are not the personal property of the student. Do not write in or on the lockers, deface them in any way, or put any stickers on that will not come off easily. **GYM LOCKERS ARE OFF LIMITS DURING THE SCHOOL DAY EXCEPT FOR STUDENTS WHO ARE IN P.E. CLASS.** Students wanting to get into their gym lockers during the day need to see the Principal.

## **Section 8 PE/Athletic Padlocks**

All students involved in school athletic or physical education programs may be issued a combination padlock by the physical education instructor. Each student will be required to rent a padlock at a cost of \$10.00. Students will be allowed to sell the locks back to the school for \$5.00 upon completion of use. If a lock is lost, stolen, or broken, the student will be required to purchase a new lock at a cost of \$10.00. Personal locks purchased by the student may not be used under any circumstances. These locks will not be issued for use on the book lockers in the hallways.

## **Section 9 Searches of Lockers and Other Types of Searches**

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of, or items placed in or on, school property. This includes student vehicles parked on school property. School property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted in the discretion of the administration.

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in

- a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
  3. Items that have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, “nuisance items”) may be removed from student possession.

## **Section 10 Video Surveillance**

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on district property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

## **Section 11 Use of Telephone**

A telephone/intercom system is in each classroom. Students are prohibited from using this system unless permission is given by the teacher or in case of an emergency (dial 911). Students will not be called to the telephone during class periods except in case of emergency. If necessary, the message will be written down and delivered to the student at the earliest convenience. When students are sick they will go to the office and school personnel will call their parents. Calls concerning doctor's appointments, work, etc. will be done before school, after school or during lunch. Administrative discretion will be used to allow students the use of the phone during the school day. Teachers will not allow students to use a school phone unless directed by the teacher to do so.

The school telephone/intercom system will also be used to communicate announcements. Alert tones will sound prior to announcements. Students are asked to be quiet and give these announcements their full attention.

## **Section 12 Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. Students should not bring items such as athletic equipment, electronic games, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or school administrator. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safekeeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft or damage.

## **Section 13 Lost and Found**

Students who find lost articles are asked to take them to the office, where the owner can claim the articles. If articles are lost at school, report that loss to office personnel.

## **Section 14 Accidents**

Every accident in the school building, on school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Superintendent. When a pupil becomes ill or is injured in an accident of a serious nature, the parents of the child will be notified as soon as practicable and their wishes will be followed regarding medical services. If it is impossible to reach the parents, emergency treatment will be provided by the local or nearest medical service, or the pupil may be taken to his or her family doctor when circumstances indicate the necessity and practicality of doing so.

## **Section 15 Laboratory Safety Glasses**

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

## **Section 16 Insurance**

Under Nebraska law the district may not use school funds to provide general student accident or athletic insurance. The district requires that all student participants in secondary athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. Student accident insurance is available to the students through First Western Insurance. Forms will be sent home the first week of school. You are not required to purchase this insurance.

## **Section 17 Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Counselor or Principal. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

## **Section 18 Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing coursework, they also must follow the federal copyright laws. The federal copyright law governs the reproduction or works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- The nature of the copyrighted work;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- The effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

## **Section 19 Attending Athletic Events**

Parents are responsible for their children during athletic events. Students are not allowed to play in the end zones and along the sidelines during football games. During indoor activities such as volleyball and basketball games, students are to remain seated during the contest and will not be allowed to play in the hallway or on the front yard of the school.

## **Section 20 Safety Drills**

Bus evacuation drills are conducted in the fall and spring. Fire drills will be held periodically throughout the year. In the interest of the safety of all, students must walk in an

orderly fashion when they pass from their classes to the outside. Brisk but orderly exit is very important. Tornado drills are conducted in the fall and spring.

## **Article 4 – ATTENDANCE**

### **Section 1 School Entrance**

A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board may admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (iii) the child has demonstrated through a recognized assessment procedure approved by the School Board that the child is capable of carrying the work of kindergarten.

Upon enrollment of a student for the first time in a public school district, the school shall notify in writing the person enrolling the student that within thirty days he or she must provide either (a) a certified copy of the student's birth certificate (with raised seal) or (b) other reliable proof of the student's identity and age accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Upon failure of the person, parent or guardian to comply with this, the school shall notify such person in writing that unless he or she complies within ten days the matter shall be referred to the local law enforcement agency for investigation. If compliance is not obtained within such ten-day period, the school shall immediately report such matter. Any affidavit received that appears inaccurate or suspicious in form or content shall be reported immediately to the local law enforcement agency by the school.

### **Section 2 Mandatory Ages of Attendance**

The mandatory ages of attendance for the 2018-19 school year are age 6 (as of January 1 of the then-current school year) to age 18.

Attendance is also not mandatory for a child who has reached the age of 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601 (3) on or before the child's seventh birthday.

Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has formally discontinued enrollment from school.

#### **Discontinuing Enrollment – 16 and 17 Year Old Students**

Only children who are at least 16 years of age may be dis-enrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to dis-enroll.

Only children dis-enrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education

for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

### **Section 3 Attendance Policy/Make-up Work**

Students must attend school full-time while in session unless excused by the administration for approved reasons. If the student becomes or continues to be habitually truant, the administration will serve a written notice to the person violating section 79-201, warning him or her to comply with its provisions. If, within one week after the notice, the student is still violating the section, the administration shall file a report with the county attorney.

A student is no longer a member of the school district when a transfer to another school district is affected or if he/she has been absent without an excuse from their school of attendance for more than 20 consecutive school days. The student that has been absent without an excuse for more than 20 consecutive days shall be removed from membership retroactive to the first day of absence.

Absences from school will be classified as either: Excused Absence, Medical Parent (Parent Note), Medical Doctor (Doctor's Note), Unexcused Absence, School Activity Absence, Suspended, Expelled or for Juniors and Seniors, College/Career Visit Absence.

1. Excused Absence – Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval.

An absence for any of the following reasons will be excused, provided the required procedures have been followed (note, phone call, or email PRIOR to the absence if possible, or if not possible prior, within the next 24 hours):

- (1) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- (2) Illness, which causes a student to be absent from school,
- (3) Doctor or dental appointment which require student to be absent from school,
- (4) Court appearances that are required by a court order,
- (5) Family trips in which student accompanies parent(s)/legal guardian(s),
- (6) Other absences, which have received prior approval from the Principal.

The Principal shall have the discretion to deny approval for the latter two reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip. Emergency absences are rare but do happen and will be handled as individual cases, depending entirely on the circumstances and if deemed valid by administration will be recorded as an excused absence. Students will be charged with an unexcused absence and shall stand the penalties described herein if the parent fails to notify the school within the time limit.

2. College Visit Absences – Students will be granted a total of six absences (64 class periods) throughout their combined Junior and Senior years so long as prior approval and documentation guidelines are met. Those guidelines are: Student must obtain a slip from the counselor or office prior to the anticipated absence. The prior absence slip must be completed, bearing each teacher's signature for any period to be missed, and returned to the counselor before departing. Off-campus visits will also require documentation of meeting with college or military recruitment personnel. Failure to comply with prior approval guidelines or failure to actually make the scheduled visit will result in an unexcused absence. College visit absence requirements apply to student visits to campus as well as to situations where students are released from class to meet

college or military recruiters on the Palmer campus. College Visit Absences are excluded from the total absence count in determining excessive absences.

3. School Activity Absence – When a coach or sponsor takes a team or organization to an event, absences for students in that group will not be counted as absences from school. When a team or organization is to miss any part of a school day, it is the teacher/coach’s responsibility to give students a make-up slip at least 2 days in advance. The students must complete the necessary work and have the teacher’s signature for each period that will be missed. The make up slip must be completed and turned in to the team or organization sponsor before departing. Students who do not have make-up work or the make-up slip completed will not be permitted to participate in that activity. Students who are absent for an activity without completing these requirements will be charged with an unexcused absence.

4. Necessary Extended Absence - In case of serious or long-term illness, it is assumed that medical treatment will be sought. Absences while under a doctor's care or because of a doctor's orders will be excused and will be credited beyond the limit of days allowed as leave if documented, in writing, by the physician in charge. Make-up work will be expected at the fastest rate possible under the individual circumstances and in good faith.

5. Unexcused Absence – Students shall be charged with an unexcused absence when: 1) The student fails to appear for class without a valid reason – may be applied even though the student may be on campus, 2) a student leaves campus without permission of the administration. A student may be charged with an unexcused absence, despite parental permission, if the administration determines the reason for the absence is invalid or the prior approval guidelines are not followed.

In case of unexcused absence, the student will receive zeros in each class missed and will make up the time missed at the rate of 30 minutes of detention for every period skipped. Three unexcused absences in any semester will result in loss of credit for that semester for all classes not attended during the unexcused absences.

After arrival on the school grounds and until the close of the school day, no high school student is expected to leave the campus without permission from the administration. Elementary absences are recorded by quarter days. Secondary absences are recorded by period. If students come to school after 8:00 or need to leave before 3:30 for any reason, the student is responsible to signing in/out in the office. Failure to do this may result in disciplinary action.

6. Making up Work – Work for reasonably foreseeable absences is to be made up in advance or at the teacher's discretion. In the case of unforeseeable absences, such as illness or other emergency, one day of grace will be allowed for each day missed. Make-up work for unexcused absences will not be accepted unless it is completed upon agreement of the student, parents, teacher, and administration. Any such work must be completed during detention.

7. Excessive Absences - Students exceeding 9 absences, whether excused or unexcused, within one semester may lose credit at the rate of one credit hour per absence in excess of the ninth absence. Example follows:

- 10 ABSENCES - LOSS OF 1 CREDIT HOUR
- 11 ABSENCES - LOSS OF 2 CREDIT HOURS
- 12 ABSENCES - LOSS OF 3 CREDIT HOURS
- 13 ABSENCES - LOSS OF 4 CREDIT HOURS
- 14 (OR MORE) ABSENCES - LOSS OF CREDIT FOR SEMESTER

Partial credit will NOT be given for any required classes, as there is not an option for partial credit recovery for core classes. However, partial credit will be given for elective classes.



Absences for sanctioned school activities and for documented religious reason or for funerals will not count toward credit loss. Upon the ninth absence within a given semester, student and parent(s) will be informed that further absences may result in credit loss and that the student's attendance record will be subjected to review at the end of the semester.

Upon the 9th absence the student's parent or guardian shall be summoned to a meeting involving the school administration; meeting may also include counselor and teacher(s). If the parent/guardian refuses to participate in such meeting, the principal shall place in the child's attendance records documentation of such refusal.

If the child is absent more than 10 days per semester or the hourly equivalent, the attendance officer shall file a report with the county attorney of the county in which the person violating the compulsory attendance laws (i.e., the child, the child's parent, or the person who has legal or active charge or control of the child) resides.

The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of, and reason for, any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

Students whose sum total absences, excluding school activities, college visits, and DOCUMENTED religious observations or funerals or DOCUMENTED medically necessary reasons, are in excess of nine days will be subject to the sanctions detailed above. Student and parents may file an appeal with the Superintendent's office against loss of credit. Any requests for redress beyond the decision of the Superintendent/Principal will be handled according to due process. Nothing in this policy shall be interpreted as prohibiting school administration from imposing or offering a student and/or parents less detrimental sanctions in lieu of loss of credit.

#### **Section 4 Tardiness**

Students are expected to be in school and in their first period classrooms by 8:00 a.m. Students arriving at school after 8:00 a.m. should report to the office to sign in and for a pass to be admitted to their class. Those at school prior to 8:00 but failing to report to class will be counted tardy but will not need to report to the office. Throughout the remainder of the day, a student who is late to class without an explanatory excuse/pass from a teacher will be counted tardy.

Any student reporting to class less than 15 minutes late at the start of the school day will be considered tardy. Those students reporting late to class periods 2-8 will be at the discretion of the classroom teacher when considering tardiness. For each 3 tardies, per class, per semester, a student accumulates it will then count as an absence for that class period. If the absence is excused or unexcused will be at the discretion of the administration. In the event a situation arises which is unusual or extenuating, administrative discretion will apply.

#### **Section 5 Leaving School**

After arrival on the school grounds and until the close of the school day, no student is expected to leave the campus without permission from the office. Students who leave without permission and without signing out in the proper manner will be considered truant.

#### **Work Release Program**

Purpose:

We believe learning takes place in a variety of settings. We believe the workplace is a setting in which many valuable experiences can be enjoyed by both the students and their prospective employers. These experiences can enhance the career awareness of the student and will help them to make more informed career choices about their future. By being involved in this program, the student may have a better idea of what type of education or training to

undertake after graduation.

Students can also learn many valuable skills in the workplace such as: time management and meeting deadlines, following directions, problem-solving, interpersonal communication, working on a team, and leadership. A work experience can also provide the student the opportunity to apply the knowledge and skills they have learned in school. Not only can this program be extremely beneficial to the student, but it can also provide the community with a skilled and knowledgeable pool of candidates to choose from in the future.

#### Criteria for Placement:

The students eligible for this program are those students who are seniors and are on track to meet graduation and/or post-secondary school entrance requirements by their scheduled graduation. The following criteria will be essential for the student to be considered for this program:

1. The student must be in good academic standing and be on track for graduation with their class.
2. The student should identify his/her goal(s) for participation in the early-release program, and should state how the employment will be beneficial to the student.
3. Agreement from the worksite provider to ensure a safe workplace that meets the goals of the student.
4. The student's dismissal time from school will be based on their start time of their workday with the employer, no earlier than the end of 6th period.
5. The student is not employed in a hazardous occupation, as defined by the Federal Fair Labor Standards Act (FLSA).
6. A letter of support and agreement from the parent/guardian.

#### Program Expectations:

1. The student will work a minimum of one (1) or two (2) hours per day (M-F)
2. The student will provide documentation of tax withholding (copy of W-4, 1099 forms) and number of hours worked (from pay stubs, and/or time cards).
3. The student will be employed during the time he/she would normally be in school.
4. The school will provide to the student credit toward graduation not to exceed five (5) vocational credits per semester based on pass/fail grading.
5. The student will keep a journal that will detail the following information:
  - a. Number of hours worked each day, signed by supervisor
  - b. Summary of the activities/duties performed
  - c. Summary of your learning for each time period
  - e. The employer will complete evaluations of the student's performance at work.

#### Process for Admittance:

1. Letter of Application from the student that states their goals and desired outcomes from being in the program.
2. Letter of support from parent or guardians supporting the student's participation in the work release program.
3. Employer's worksite information form that states: name of business, business address, business contact person, student's position, business telephone and fax numbers, and contact person's E-mail address.

#### College/Career Pathways Release Program

Junior and Senior students may participate in the College/Career Pathways release programs given they meet the following criteria.

1. College/Career Pathways Release is only granted to juniors/seniors that meet or exceed graduation requirements.
2. Students must apply to Career Pathways Institute and be accepted to the program.
3. Students must maintain at least a 'C' average throughout the semester and may not be failing

any classes. Grades will be verified weekly.

4. Students must attend classes the first four periods of the school day

The administration has the authority to remove students from the College/Career Pathways release program for various reasons including but not limited to: poor grades, misconduct, etc. Also, students in this program must sign out at the office before they may leave school. Students may not loiter in the parking lots or take other students from the school grounds unless given authorization.

## **Section 6 Attendance Required to Participate in Activities**

Students are to be in school on the day of the event to participate in extra-curricular activities. Students who have missed school due to illness must be in attendance for the second half of the day on the day of the event, or for at least half of the day on Friday for events held on Saturday. Exceptions may be made for family emergencies or other family events. Other exceptions may be granted for foreseeable, pre-arranged, absences if work is done in advance and approval has been obtained from the Principal.

Students must practice the day prior to the event, or have the practice made up with their coach, before they will be allowed to participate in the game. Exceptions may include absence due to a sanctioned school activity or for DOCUMENTED religious observation or funeral.

Further, students who fail to comply with the Unexcused Absence or Excessive Absence provisions of Policy 503.03 shall forfeit their eligibility for extracurricular activity participation.

## **Article 5 – SCHOLASTIC ACHIEVEMENT**

### **Section 1 Grading System**

All students' reports will be made in number grades. The following scale is used:

A+	98-100	4.00
A	95-97	3.75
A-	93-94	3.5
B+	91-92	3.25
B	88-90	3.00
B-	85-87	2.67
C+	83-84	2.33
C	80-82	2.00
C-	77-79	1.67
D+	75-76	1.33
D	72-74	1.00
D-	70-71	0.67
F or failing	Below 70	0.00

### **Section 2 Minimum Requirements For Graduation**

1. A student must earn a total of 210 credits; or, successfully complete the goals and objectives of his or her Individualized Education Plan (IEP).
2. Total hours credit required must include a minimum of:
  - 30 hours credit in Science
  - 40 hours credit in English
  - 30 hours credit in Mathematics
  - 30 hours credit in Social Studies
  - 25 hours credit in Career & Tech Education (must include 5 credits Personal Finance & 5 credits Information Tech)
  - 5 hours credit in Speech
  - 6 hours credit in Physical Education-Health
  - 25 hours credit in Elective Courses
3. Minimum number of 7 classes to be taken each semester.
4. All 9-12 grade students are required to complete a minimum of 10 hours of community service for each year of attendance at Palmer Public School to be eligible for graduation (giving more than 10 hours per year is allowed and encouraged).

Those not meeting the requirement during the academic year must schedule a conference with the administration to determine academic standing. Hours must not be done for immediate family members, for any compensation, during the school day, as part of a court ruling, or as part of the individual service project for NHS. Students cannot carryover any hours in excess of 10 to the following year. Students are required to turn in documentation of these hours by April 30. Students who have not completed the community service requirement will not receive a diploma and will not be allowed to participate in graduation exercises.

To complete community service hours, students must:

1. Obtain advance approval from a school administrator for all service experiences.
2. Obtain a time card from an administrator before completing the service.
3. Ask the supervisor to sign the timecard after each session worked.
4. Return the timecard to the school administrator to be placed in the student's community service file.

Participation in school activities below may count toward the service requirement. Completing these school activities will count for the following number of community service hours:

5.0 hours of community service: Basketball, Wrestling.

3.5 hours of community service: Volleyball, Football, Cross Country, Softball, Cheer, Track.

2.0 hours of community service: Dance, Student Council, One-Act, NHS, FFA, All-School, Speech, Band.

0.5 hours of community service: Quiz Bowl, Choir, STRIV, Yearbook.

### **Section 3 High School Yearly Course Requirements**

#### **FRESHMEN REQUIRED**

Integrated Math I or Business Math  
American History II  
English 9

General Science  
Information Technology (Semester)  
Speech (Semester)

#### **FRESHMAN ELECTIVES**

Intro to Ag Food & Natural Resources  
Art I  
Band  
Chorus  
Drama

Family and Consumer Science I  
P.E. I  
P.E. III  
Spanish I

#### **SOPHOMORE REQUIRED**

Applied Math or	English 10
Informal Geometry or	Biology I
Integrated Math 2 or	World History
Business Math	

#### **SOPHOMORE ELECTIVES**

Band	
Spanish I	Chorus
Spanish II	Art I / Art II
Intro to Ag Food & Natural Res	Information Technology Aps 1

AgriBusiness Topics  
Creative Writing  
Drama  
Housing/Home Interiors  
Independent Living  
PST (shop)  
PE III (weight training)

Information Technology Aps 2  
Accounting I  
FCS  
Parenting  
Family Living  
Health/PE I  
Digital Communications

JUNIOR REQUIRED

Integrated Math I or  
Integrated Math II or  
Integrated Math III or  
Applied Math or  
Informal Geometry or  
Business Math  
English 11  
Government and Economics

Anatomy and Physiology or  
Science of Earth Systems or  
Chemistry or  
Chemistry II or  
Physics or  
Standard-based Science

JUNIOR ELECTIVES - may also take certain college courses as electives. Check with the Counselor.

Intro to Ag Food & Natural Resources  
College Course  
AgriBusiness Topics  
Creative Writing  
Animal Biology  
Drama  
PST (shop)  
Chorus  
Leadership  
Band  
Ag Sales/Leadership  
Art I/II/III  
Heath/PE  
Photography/Journalism  
Forensics  
Athletic Training  
PE III

Digital Communications  
Information Technology Aps I/II  
Accounting I/II  
FCS  
Spanish I  
Parenting  
Spanish II  
Housing & Home Interiors  
Spanish III  
Independent Living  
Career Academies  
Computer Programming I/II  
Teacher's Aid  
Psychology (Semester)  
Sociology (Semester)

SENIOR REQUIRED

English 12 or equivalent  
Personal Finance

SENIOR ELECTIVES - may also take certain college courses as electives. Check with the Counselor.

Same as Juniors.....Additionally:

All Math courses  
All Science Courses  
Spanish IV

Athletic Training  
Senior Seminar  
Forensics

A Senior who has taken three years of English and a semester of speech will be eligible to take College English classes their Senior year. A senior who has taken three years of Math will be eligible to take College Math classes their senior year. Students must pass these classes in

order to receive credit toward graduation requirements. It is the student's obligation to sign and pay for these college credits and required materials.

#### NON-ACADEMIC COURSES

Instrumental Music	2 credits per semester
Vocal Music	2 credits per semester
Physical Education Courses	3 credits per semester

These courses do not count toward honor roll status.

#### 8th grade Required classes:

American History I	College and Career (Semester)
Chorus JH	Math 8
English 8	PE 8
Explore Ag (Semester)	Science 8
Choice of Band JH or Multimedia	JH Reading

#### 7th Grade Required classes:

Chorus JH	PE 7
English 7	Science 7
Explore Technology (Semester)	JH Reading
World Geography	Choice of Band JH or Multimedia
Explore Health (Semester)	
Math 7	

### **Section 4 Teacher Aides**

A teacher aide program is open to junior and senior students with an overall average of 85 and the approval of the guidance counselor, the instructor, and the principal.

Students must show interest and ability and have no conflicts in their schedule to be eligible for this program. This program will be worth one credit per semester.

### **Section 5 Drop and Add**

Classes may be dropped or added only during the first three days each semester. Permission to drop or add a class must be signed by the teacher whose class will be dropped, the teacher whose class will be added, parents and the counselor.

### **Section 6 Progress Reports**

Parents will receive progress reports periodically throughout each nine-week quarter.

### **Section 7 Report Cards**

Student report cards are issued on a quarterly basis.

### **Section 8 Parent-Teacher Conferences**

Parent-teacher conferences will be held twice during the school year. The first conference will be held during the first quarter. The second conference will be held during the third quarter. In addition whenever teachers feel it is in the interest of the students to hold a conference with a parent or guardian, the teacher should contact the parent or guardian to arrange a conference. Parents are to be encouraged to communicate with teachers about the progress of their child.

### **Section 9 Honor Roll**

The qualifications for the High Honor Roll will be a 3.5 average or better, this being based on the above listed grade point system. Honor Roll will include students with an average of 3.0-3.49. Any student with a D will be ineligible for recognition on the Honor Roll.

## **Section 10 Promotion, Retention**

The professional staff at Palmer School will place students at the grade level and in the courses best suited to them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when it is determined in the judgment of the professional staff to be appropriate for the educational interests of the student.

## **Section 11 Graduation**

1. No student will be given a signed diploma unless he/she has met all requirements for graduation by the end of the final day of class for Seniors.
2. It shall be the responsibility of the Superintendent of Schools to recommend to the Board of Education at the regular May meeting, all students who are to receive a diploma. He will secure and have signed a suitable diploma or attendance certificate for each member of the class in relation to his achievement. In cases of transfer students, or other exceptions, the Superintendent may waive certain requirements for graduation.
3. A certificate of attendance will be awarded to any student who does not attain the requirements for the general high school diploma, and who has attended high school for four years. Only those fully meeting these requirements for the diploma shall be allowed to participate in the senior commencement exercises.
4. Each deserving student will be honored at graduation with one of the awards listed below:
  - a. Honor Certificates and Honor Medallions to students with grade point average of 3.5-4.0.
  - b. Honor Certificates to students with grade point averages of 3.0-3.49.
5. The top-ranking member of the graduating class will be named Valedictorian and give the farewell speech. The second ranking member of the class will be named Salutatorian and give the welcome address. If the Valedictorian or Salutatorian does not wish to give a speech the next ranking student will be asked.

## **Section 12 Class Rank**

Certain "Upper Level" classes are weighted for the purposes of GPA and Class Rank. The purpose of doing so is to encourage students to take the more challenging classes. Upper Level classes will carry a value of 1.1.

Upper level classes include: Chemistry, Physics, Integrated Math III, Advanced Math, Psychology, Anatomy & Physiology, Spanish III and IV, Computer Programming I, II, III, Sociology, and any Dual Credit College Course.

Example: A chemistry grade of 90% would be a 99. ( $90 \times 1.1 = 99$ ) This system will be used for class rank only and will not affect Honor Roll.

In order for a course to be classified "Upper Level" the teacher must present the curriculum and syllabus to the principal. The principal will then select two other high school teachers; this committee of three will determine upper level status.

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the

district's high school for the last two semesters.

## **Article 6 – SUPPORT SERVICES**

### **Section 1 Student Assistance**

If your child has any learning, behavior, or emotional needs that you believe are not being addressed by the school district under existing circumstances, please contact your child's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of your child.

### **Section 2 Guidance Services**

As an integral part of the total educational program, guidance and counseling services are concerned with the study, understanding, and adjustment of every student attending Palmer High School. The services are designed to assist students in developing their individual potentials and to assist school personnel, parents and the community in providing opportunities to students to obtain an education best suited to their potentials and goals.

These basic services include:

1. Individual and group counseling
2. Educational and occupational planning
3. Pupil appraisal
4. College and job placement assistance
5. Parent and staff conferences
6. Referrals
7. Follow-up
8. Local research

We believe that the primary purpose of education is to help each individual become increasingly self-directive and capable of creative and purposeful living. We accept the fact that each student is an individual with individual goals. It is the task of the guidance program to help each student fulfill his own potential for growth.

Parents, teachers, administrators, the guidance counselor and other school and community personnel have roles in the guidance program. All of these persons, who in various ways are concerned with students, help students meet their special needs, explore or pursue selected goals, maintain good emotional health and develop an appropriate set of values.

### **Section 3 After/Before School Academic Assistance**

Students who do not turn in an assignment during the class period that it's due will be required to attend After/Before School Academic Assistance that afternoon or the following morning. The times will be 3:30-4:00 p.m. Monday – Thursday and 7:25 – 7:55 a.m. Monday – Thursday. The student will be required to attend one of those After/Before School Academic Assistance times in the assigned room. If the student misses the assigned time, then they will be required to go to 2 out of the next 4 After/Before School Academic Assistance sessions. If they still miss the assigned time, they are to be sent immediately to the Principal for In-School Suspension or Out-of-School Suspension. Any time a student is late to After/Before School Academic Assistance by 3 minutes or more without Principal or teacher permission, it will be considered missing After/Before School Academic Assistance.

During each quarter, the 3<sup>rd</sup> week a student is on the failing list (-70) with one or more classes, the student will not be allowed to have a cell phone in the building during school hours and their laptop will have to be checked out by a classroom teacher. Disciplinary consequences will result if the student fails to abide by these rules.

### **Section 4 School-wide Expectations**

#### Behavior in the classroom

In each classroom, students are expected to make eye contact. When someone is speaking, keep your eyes on him or her at all times. If someone makes a comment, turn and face that person.



All papers submitted will have a heading on the upper left corner, exactly as follows:

Student First Name Last Name

Mr./Mrs./Ms. Teacher Name

Class

Date (Example: 21 August 2017)

During discussions, respect other students' comments, opinions, and ideas. When possible, make statements like, I agree with John, and I also feel that... or I disagree with Sarah. She made a good point I feel that... or I think Victor made an excellent observation, and it made me realize...

When grading other students' papers, the only marks allowed to make on others' papers are an X or ✓ and the number they got incorrect at the bottom of the paper.

In reading together in class, all students must follow along. If called upon to read, students must know exactly where we are and begin to read immediately.

Students are expected to answer all spoken or written questions with a complete sentence. For example, if the question asks, "What is the capital of Russia?" a student should respond, "The capital of Russia is Moscow."

There is to be no moaning or complaining in reaction to homework assignments. This will result in a doubled assignment. Homework will be turned in on schedule, as assigned, by every student with no exceptions. Incomplete assignments will receive a grade of zero with ONE opportunity to salvage a 50% grade.

In transitioning from one task to the other, the change will be swift, quiet and orderly. We should be consistently able to turn from one book to another, complete with all homework and necessary materials, as quickly as possible. When teachers are ready to teach, students are ready to learn.

Students will make every effort to be as organized as possible.

Food is not allowed in my classroom except on special occasions. Students may bring a bottle of water or other beverage purchased at school and leave it on the desk. Do not ask teachers to get a drink, go to the bathroom, make a phone call, or text your parent while a lesson is being taught. Cappuccino will be allowed only for students, grades 6 and above. Slushies' will not be taken outside of the Chochon room following lunch. The last five minutes of class will be reserved for passes outside of the classroom.

#### Behavior throughout the school

When addressing any person, make eye contact.

All adults are to be addressed: Mr. / Mrs., or Ms. \_\_\_\_\_ (or "Coach").

Quickly learn the name of other teachers and students in the school and greet them by saying things like, "Good morning Mr. Wegner," or "It's nice to see you today Megan." You should speak to other teachers if you are entering or leaving the school, on recess, on an errand, or changing classes. Also, in conversation with others, it is important to use complete sentences out of respect for the person's question. For example, if a person asks, "How are you?" instead of just responding by saying, "Fine," you should say, "I'm doing fine, thank you. How about yourself?"

In transitioning we will walk single file, elementary students shall walk two to three feet behind the person in front, with arms at sides. Students should face forward at all times and will walk on the right hand side of the hallway; not speaking to others at that time because the no-talking rule is in effect.

Do not save seats in the lunchroom. If someone wants to sit down, let him or her. Do not try to exclude anyone. We are a family, and we must treat one another with respect and kindness. There will be no more than eight students per round table.

If a teacher in school is speaking to or disciplining a student, do not look at that student. If you are the student receiving the reprimand, do not get angry or fuss at students who are looking at you. Inform the teacher, [s]he will handle the situation.

If you have a question about your homework, you may contact your teacher. Each teacher will provide specific instructions for doing this.

After we eat, we will clean up after ourselves. This includes cleaning off the tables, bleachers, or anywhere else we may have consumed food; making sure we haven't left any trash on the floor or around the eating area. It is important to be responsible for your trash no matter where you are and to be sure not to litter.

When we ride on a bus, we will always sit facing forward. We will only talk to other students that are sitting within the three adjacent seats; we will not stick anything out of the windows, or get out of our seats. When we exit the bus, we will always thank the bus driver and tell him or her to have a good day. If everyone is exiting at the same time you will dismiss front to back alternating sides starting with the side behind the bus driver.

There are several matters dealing with food and behavior in the dining hall that you must follow. These are the *ABC's of Etiquette* and are posted in the Chochon Room.

## **Section 5 Health Services**

### Accident or Illness

When a pupil becomes ill or is injured in an accident of a serious nature, the parents of the child will be notified as soon as practicable and their wishes will be followed regarding medical services. If it is impossible to reach the parents, emergency treatment will be provided by the local or nearest medical service, or the pupil may be taken to his or her family doctor when circumstances indicate the necessity and practicality of doing so.

### Concussion Management: Recommended Best Practice for Nebraska Schools

Once a concussion has been diagnosed by a healthcare professional, managing the concussion is best accomplished by creating a support system for the student/athlete. **Communication and collaboration** among parents, school personnel, coaches and athletic trainers, and healthcare providers in overseeing both the return to academics and return to play progressions is essential for the recovery process. Teamwork is required to adjust the treatment and management of the concussion. **Best practice indicates that the student should return to school with a RELEASE OF INFORMATION SIGNED BY THE PARENTS that allows for two-way communication between school personnel and the healthcare provider.** (McAvoy, 2012)

### Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When necessary, it shall be the policy of the Palmer Public Schools to adhere to the following guidelines regarding the administration of prescription and non-prescription medication to students:

1. The school will not provide non-prescription medication for students.
2. Any prescription or non-prescription (over-the-counter) medication sent to school by a parent/guardian should be sent in the original container, along with a note signed by the parent/guardian with complete instructions as to dosage, time, etc.
3. An authorization form must be completed and placed on file in the Administration office for those students who require a routine (daily), long-term (more than fourteen days) medication (i.e. insulin, Ritalin, inhalers, etc.) during school hours. This form is to be renewed annually. (See Attachment A)
4. The school will maintain a record of the administration of medication to students during school hours that includes the student's name, name of medication with dosage and date and time of administration. The medication record is initiated via the school secretary or the designated school personnel administering the medication. All medication logs will be filed and retained for a minimum of five years.
5. In the absence of the school secretary, the school administrator in collaboration with the school secretary will designate other school personnel who may assist the student with medication. Designated school personnel will receive in-service from the county nurse prior to providing such assistance. The in-service will include:
  - a. Method of administration.

- b. Possible signs and symptoms of adverse side effects, omissions, or overdose.
- c. Proper handling and storage.
- d. Record keeping.
- e. Emergency procedure.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

#### School Health Screening

Children in Kindergarten through sixth grade are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school-screening program must communicate this in writing to the school office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

#### Physical Examination

A physical examination by a licensed physician, physician's assistant or nurse practitioner within six months prior to the entrance of a child into the beginner grade or the seventh grade, or in the case of a transfer from out of state to any other grade of the local school. An objection in writing to a physical examination of such a child signed and dated by a parent or guardian of such a child may be submitted to the local school.

#### Immunizations

The Board of Education, in compliance with Nebraska law, requires each student be protected against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus, Hepatitis B and varicella by immunization prior to enrollment. Any student not in compliance shall not be permitted to continue in school until this requirement is met (79-444.01). Students shall be provisionally enrolled if the immunization procedure has commenced and continues as rapidly as possible (79-444.07). Families shall be notified of this requirement prior to the date of registration (70-444.01).

Immunization shall not be required for enrollment if:

- (1) The school is provided with a written statement signed by a licensed physician, physician's assistant or nurse practitioner that the immunization would be injurious to the health and well-being of the student or any member of that student's family; ,or
- (2) The school is provided with a written affidavit signed by the student, or, if a minor, by the legal representative of the student, that the immunization conflicts with the tenets and practices of a recognized religious denomination and that the student is a practicing member of that religion (79-444.08).

The cost of such immunization shall be borne by the student's parent or guardian or by the Department of Health in situations where such cost would prohibit immunization (7999-444.01).

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

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

Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

### Asthma Plan

State regulations require that our school (or early childhood education program) be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences a life threatening asthma attack or systemic allergic reaction (anaphylaxis).

The protocol requires that 911 is called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer. An EpiPen is a small pre-filled, automatic injection device that resembles a highlighter. It is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief (commonly found in metered-dose inhalers). The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening “breathing” emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by Dr. David Rohwer.

If you know that your student has asthma or a known allergy, it is critically important that you communicate this information to our school staff. You may contact the Superintendent. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician.

If you have questions or concerns about the protocol or your student’s health issues, please contact Superintendent.

### Birth Certificate Requirements

State law requires that a certified copy of a student’s birth certificate be used when enrolling a new student in school. If your child is registering with Palmer School for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student’s identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

### Communicable Disease

Because of the danger inherent to other students, any student suffering from a contagious or infectious disease may be restricted from attendance at school until such condition has been adequately controlled.

It shall be the responsibility of the superintendent to assist in meeting the provisions of the State Health Department covering communicable and contagious diseases by promptly reporting to the school or county nurse and superintendent the presence of such diseases.

Parents are requested to inform the superintendent if their child has contracted a contagious or communicable disease.

The superintendent shall not re-enter any such student except under circumstances described below.

Students will be excluded from school for the following communicable diseases and prescribed periods of time. These diseases include but are not limited to:

1. Measles (Rubeola), measles (Rubella), mumps, diphtheria, pertussis, polio, and tetanus require verification by a physician and permission for the student to return.
2. Chicken pox, CMV (Cytomegalovirus), infectious mononucleosis, influenza, fifth

disease, hepatitis and tuberculosis: a student may return to school when signs and symptoms have been altered, are absent, and/or return to school is permitted, by notification from a physician. (Includes telephone calls from parents.)

3. Pink eye, head lice, impetigo, intestinal worms, ringworm, scabies, scarlet fever and/or other strep infections. Students may return to school after verified treatment has been started and/or when a physician gives permission.
4. Elevated body temperature: Students with temperatures over 100 degrees will be sent home. Temperature must be normal before returning to school.
5. Hepatitis B and Human Immunodeficiency Virus Infections (HIV) also referred to as (ARC) AIDS Related Complex and (AIDS) Acquired Immune Deficiency Syndrome: Hepatitis B and HIV are grouped together because the spread of these diseases appears to be similar.

The present information shows that HIV is a viral infection transmitted through body fluid contact. There is no evidence of transmission through daily casual contact with an individual with HIV exposure or infection in the home or school settings.

Determination of the status of a student with Hepatitis B or HIV/ARC/AIDS shall remain on a case-by-case basis. If the superintendent receives information that a student attending any school in the district has become infected with Hepatitis B or HIV, the Superintendent shall contact the parents of the student to determine if their child is to continue to receive educational services from within this district.

If the student is to continue to receive educational services from within the district, the Superintendent shall immediately convene a planning team, which shall prepare a personal education program for the student. The planning team shall include the student's parents and/or representative, the student's personal physician, the school or county nurse, the school physician and the Superintendent.

The team shall receive a medical overview of the student's condition and listen to the concerns and desires of the parents or representative of the student. The team shall then consider the physical conditions, behavior and neurological development of the student and the interaction with employees and other students before developing an educational plan and recommendations for the Superintendent of Schools. The plan should include recommendations for the student, the family, and principal, the teachers, other students, the custodians and recommendations concerning the district, restroom facilities, lunchroom facilities, transportation, public relations and any emergency procedures.

It is the goal of the school for all Hepatitis B and HIV/ARC/AIDS affected students to be able to attend school and participate in activities in an unrestricted setting so long as such attendance and participation would be reasonable. However, exceptions will be made for students with neurological impairment resulting in a lack of control over body fluids and displays of behavior such as biting, or students who have uncovered oozing lesions. In such cases the student shall be removed from the classroom until an appropriate alternative education program can be established.

The privacy of the student and his/her family must be protected and the knowledge that a student has a communicable condition should be confined to persons with a direct need to know. If it becomes necessary to inform others, these persons will be provided with information concerning the necessary precautions and will be made aware of confidentiality requirements.

#### Child Abuse and Neglect

When any person has reasonable cause to believe that a child or an incompetent or disabled person has been subjected to abuse or neglect or observes such persons being subjected to conditions or circumstances which reasonably would result in abuse or neglect, he or she shall report such incident or cause a report to be made to the proper law enforcement agency or the department of welfare on the toll-free number 1-800-652-1999...agencies receiving any reports of abuse or neglect under this subsection shall notify the state central registry on the next working day by phone or mail.

Abuse shall mean knowingly, intentionally, or negligently causing or permitting a minor

child or an incompetent or disabled person to be (a) placed in a situation that may endanger his life or health; (b) tortured, cruelly confined, or cruelly punished; (c) deprived of necessary food, clothing, shelter or care; or (d) left unattended in a motor vehicle, if such minor child is six years or younger. Legal reference LB207,1973.

**SEE FORM B – ABUSE COMPLAINT FORM**

**Article 7 – DRUGS, ALCOHOL AND TOBACCO**

**Section 1 Drug-Free Schools**

It shall be the policy of Merrick County School District No. 49 to provide age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at each grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. Such instruction should be described in any curriculum guides of the District and should have as one of its primary objectives preventing the use of illicit drugs and alcohol by such students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, physiological consequences may be made known to the students of the district.

It shall further be the policy of the district, through the instruction earlier herein referred to as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful to the student and the District, and its educational programs.

Standards Of Student Conduct Pertaining To The Unlawful Possession, Use, Or Distribution Of Illicit Drugs Or Alcohol On School Premises Or As A Part Of Any Of The School's Activities

It shall be the policy of Merrick County School District No. 49, to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities. This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District on District property, during regular school hours, during after school hours, and at school sponsored activities. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance (tobacco, alcohol, drugs, etc.), possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

**Disciplinary Sanctions:**

It shall further be the policy of the District that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, referral to appropriate authorities for criminal prosecution.

**DRUG AND ALCOHOL DISTRICT STUDENT STANDARDS OF CONDUCT**

It shall be the policy of Merrick County School District No. 49 to provide each student of the District a copy of the standards of conduct for student behavior in the District which prohibit

the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. Such standards of conduct and the District's policy of disciplinary sanctions that may be taken for violation of such standards of conduct shall be given to each student and his or her parent or parents or guardian prior to the commencement of each school year on a form to be developed by the administration or Board of Education.

It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be issued in duplicate and shall contain in prominent letters the following language:

"THIS RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS A PARENT OR GUARDIAN OF A STUDENT ATTENDING MERRICK COUNTY SCHOOL DISTRICT NO. 49 HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXACTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L.101-226 and 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREINABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

#### **DRUG AND ALCOHOL COUNSELING, REHABILITATION AND RE-ENTRY PROGRAMS**

It shall be the policy of Merrick County School District No. 49 to provide information to all students concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within fifty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District.

#### **Safe and Drug-Free Schools—Parental Notice**

NOTICE TO PARENTS: Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

### **ARTICLE 8 – STUDENT RIGHTS, CONDUCT, RULES AND REGULATIONS**

#### **Section 1 General Standards of Behavior**

Any conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety or well-being of the rights of other students is prohibited. Any time a student is sent to the principal's office for disciplinary reasons the parents will be notified.

The general standards of behavior outlined in this document will be followed throughout our school system. We have not attempted to itemize all acts or possible misconduct, which could occur during the course of a school year. Violations of any of the rules and regulations

described in this document may result in temporary suspension from school for up to five days and, in extreme cases, exclusion from school for up to the remainder of the current semester.

## **Section 2 Codes of Conduct**

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors. This handbook is placed in the hands of all students, providing the guidelines to enable the student to observe the basic rules as outlined in Section 5, pages 20 and 21.

## **Section 3 Uniform Discipline System**

It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
  - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
  - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

    - a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
    - b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
    - c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
    - d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
    - e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will



include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. Expulsion:

- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be

permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

4. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

#### 5. Detention

Palmer Public School District Policy 505.01 authorizes the Principal or a designee to establish rules covering time, place and procedures for student detention. All teachers have the right to detain students within reasonable limits. Students may be detained after school (or before school, at the discretion of the Superintendent/Principal or teacher involved) for reasons related to academic performance as well as for disciplinary purposes. Specific rules regarding detention will be distributed at the start of the school year.

Detention shall be served the same day it is earned. Failure to appear for detention may result in the following sanctions: 1) Double detention, restriction of privileges, solitary lunch, or in-school suspension; 2) Withholding of report cards and official transcripts; 3) Withholding students name from honor roll and academic awards; 4) Ineligibility for participation in or attendance at school activities. Repeated noncompliance with directives for detention will be deemed insubordination and will result in further disciplinary measures including but not limited to suspension or expulsion from school.

### **Section 4      Grounds for Various Forms of Discipline**

The following conduct 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. Such conduct constitutes grounds for short-term suspension, long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, 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.

5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. 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.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, electronic cigarettes, vaping devices, or an 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, the 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.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law, which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense 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.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. 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.
15. 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.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
- c. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

#### **Confiscation of Firearms.**

Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Any student who is expelled or suspended for violation of this policy will be referred to the Merrick County Sheriff's office.

#### **A. Discipline and Make-up Work**

It shall be the policy of Palmer Public Schools that students who are placed in in-school suspension shall be required to complete assignments or alternative assignments on schedule during the term of the in-school suspension but at 50% of the assigned grade. Also, any student who is served with an In-School Suspension will not be allowed to have a cell phone or laptop for 5 school days including the date of the In-School Suspension. It shall further be the policy of the Palmer Public School District that students suspended out-of-school pursuant to this policy shall not be allowed an opportunity to complete class work for credit, including but not limited to examinations missed during the period of Out-of-School Suspension.

#### **B. Additional Student Conduct Expectations and Grounds for Discipline**

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a

vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

### **1. Student Appearance**

Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground. Shirt straps must be at least 2" wide.
- b. Excessively worn or ragged clothing.
- c. Shorts, skirts, or skorts that do not reach mid-thigh or longer (Finger Tip Rule), or that have holes above fingertip.
- d. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- e. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
- f. Head wear including hats, caps, bandannas, and scarves.
- g. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double entendre.
- h. Clothing or jewelry that is gang related.
- i. Visible body piercing (other than ears).
- j. Pajama Pants
- k. Yoga pants, leggings, and any other similar tights (unless covered by a shirt, skirt, or shorts that reach to at least below the posterior and anterior portions of the trunk of the body).
- l. Mesh tops of any kind without a shirt underneath.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The Principal or Superintendent will make the final decision regarding attire and grooming. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

### **2. Academic Integrity.**

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are

established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values. Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:
- (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
    - (a) Tests (includes tests, quizzes and other examinations or academic performances):
      - (1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before the instructor distributes these for student use. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
      - (2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
      - (3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
      - (4) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
      - (5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
    - (b) Papers (includes papers, essays, lab projects, and other similar academic work):
      - (1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
      - (2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
      - (3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
      - (4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
      - (5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
    - (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
  - (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
  - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
  - (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade, which the instructor determines to be appropriate for the work.
  - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
  - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

### **3. Electronic Devices**

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions. "Electronic devices," include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
- c. Possession and Use of Electronic Devices.
  - (1) Students are not permitted to use any personal electronic devices during class time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
  - (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, during passing periods, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times

in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

- (1) Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (f) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
  - (2) Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.
  - (3) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.
  - (4) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
  - (5) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
  - (6) Subsequent Violations: Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.
- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of



unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

**4. Inappropriate Public Displays of Affection (IPDA):** Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

#### **5. Law Violations**

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - (a) Knowingly possessing illegal drugs or alcohol.
  - (b) Aggravated or felonious assault.
  - (c) Vandalism resulting in significant property damage.
  - (d) Theft of school or personal property of a significant nature.
  - (e) Automobile accident.
  - (f) Any other behavior, which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

#### **BULLYING / HARASSMENT BY STUDENTS**

Bullying of students, staff or visitors by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated transportation; and while attending or engaged in school activities.

Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events." Bullying may also include, but not be limited to , intimidation, extortion and harassment. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion.

Sexual harassment is misconduct, which interferes with work productivity and deprives employees of the opportunity to work and students of the opportunity to study and be in an

environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances and sexually oriented communication, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

Sexual harassment as set out above may include, but is not limited to, the following:

- Verbal or written harassment or abuse, or unwelcome communication implying sexual motives or intentions;
- Pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching;
- Unwelcome and offensive public sexual display of affection;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's job, promotions, recommendations, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs, activities or employment;
  - Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or
  - Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or
  - Creating an intimidating, offensive or hostile learning or work environment.
- Bullying as set forth above may include, but is not limited to the following:
- Verbal, physical or written harassment or abuse;
  - Repeated remarks of a demeaning nature;
  - Implied or explicit threats concerning one's grades, achievements, etc.;
  - Demeaning jokes, stories, or activities directed at an individual.

The district will promptly and reasonably investigate allegations of bullying/harassment. The building principal will be responsible for handling all complaints by students alleging bullying/harassment.

Retaliation against an individual because the individual has filed a harassment complaint or assisted or participated in a bullying/harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against an individual in violation of this policy will be subject to discipline, up to and including, suspension and expulsion.

#### Dating Violence

Palmer Public Schools 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. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

#### HARASSMENT BY STUDENTS INVESTIGATION PROCEDURES

Bullying or Harassment of students by other students will not be tolerated in the school district.

Bullying/Harassment is a violation of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students or individuals who feel that they have been bullied/harassed by other students should:

Communicate to the alleged bully that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual needs assistance communicating with the harasser, he/she should ask a teacher, counselor or principal to help.

If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, he/she should:

Tell a teacher, counselor or principal; and

Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:

- what, when and where it happened;
- who was involved;
- exactly what was said or what the harasser did;
- witnesses to the harassment;
- what the individual said or did, either at the time or later;
- how the individual felt; and
- how the harasser responded

#### Complaint Procedure

An individual who believes he/she has been harassed shall notify his or her supervisor or principal. If the supervisor or principal is the offending person, the aggrieved person should report to the next higher level of management.

The principal may request that the individual complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible.

The principal, with the approval of the superintendent, or the superintendent has the authority to initiate a harassment investigation in the absence of a written complaint.

#### Investigation Procedure

The principal shall reasonably and promptly commence the investigation upon receipt of the complaint. The principal shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The principal may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the principal shall make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will outline the findings of the investigation to the principal.

#### Resolution of the Complaint

The superintendent will complete the next step in the investigation reasonably and promptly upon receipt of the principal's report. Following the principal's report, the superintendent may investigate further, if deemed necessary, and make a determination of the appropriate next step which may include discipline, up to and including, discharge.

Prior to the determination of the appropriate remedial action, the superintendent may, at the superintendent's discretion, interview the complainant and the alleged harasser. The superintendent shall file a written report closing the case and documenting any disciplinary or

other action taken in response to the complaint. The complainant, the alleged harasser and the principal shall receive notice as to the conclusion of the investigation.

Points to Remember in the Investigation

Evidence uncovered in the investigation is confidential to the extent allowed or provided by law

Complaints must be taken seriously and investigated

No retaliation will be taken against individuals involved in the investigation process

Retaliators will be disciplined up to and including discharge/expulsion

Conflicts

If the principal (investigator) is a witness to the incident, an alternate investigator shall take the principal's place in the investigation process.

**SEE FORM C – BULLYING/HARASSMENT COMPLAINT FORM**

INTERNET

The District provides use of the Internet as a research and learning tool to be used for educational purposes only. The access is being offered as a collaborative effort of the Palmer Public Schools and the Educational Service Unit #7. The service offers vast, diverse and unique resources to both teachers and students. The Internet is a vital tool in the educational process.

Throughout the year, students may encounter two types of Internet use: guided and independent. Guided use: the student uses the Internet under the direction of a teacher, which means all connection sites are controlled. Independent use: the student is able to search other sites on the Internet related to classroom objectives. The school has a filter for Internet which blocks out e-mail, chat rooms and inappropriate sites.

It is understood that a student may accidentally access a site that is inappropriate, at which time the student must, without delay, back out of the site and report it to his/her teacher. Any violation of this rule may result in a one calendar year suspension from Internet use.

**Article 9 – EXTRA-CURRICULAR ACTIVITIES RIGHTS, CONDUCT, RULES AND REGULATIONS**

**Section 1 Extra-Curricular Programs**

Participation in all extra-curricular activities is a privilege the school district extends to a student whose conduct and academic standing meet acceptable standards. Extra-curricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions is a part of that philosophy. Palmer Schools will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

**Section 2 Student Council**

Individual classes will elect candidates for Student Council the second week of school. All officers are elected for a period of one year. The president must be from the senior class. The Student Council is governed by a constitution and supervised by a sponsor appointed by the superintendent. The purposes of this organization shall be:

1. To promote citizenship, scholarship, and sportsmanship.
2. To promote better understanding between faculty and students and among students themselves.
3. To promote school activities.
4. To further school spirit and morals.

The duties of the Student Council shall be:

1. Assist with the elections that affect the entire student body, unless organizations desire

- otherwise.
2. Be responsible for assisting with special programs and assembly programs.
  3. Be the agency through which student recommendations relative to the school activities are presented to the administration of the high school.
  4. Shall have the power to make recommendations and suggestions for the good of the school to various extra-curricular departments. All recommendations to be made with the approval of the high school principal.

### **Section 3 National Honor Society**

#### Selection of Members

A. To be eligible for membership, a candidate must be at least a sophomore and have been in attendance at Palmer High School for one semester, unless waived by the principal.

B. In order to qualify as a candidate for membership, students must have a cumulative weighted GPA of 3.2 from the freshman year to present.

C. In order to qualify as a candidate for membership, students must participate in at least one extracurricular activity and participate in at least one community service activity.

D. In order to qualify as a candidate for membership, students must also complete and return the NHS Candidate Resume Form and a brief essay.

E. All faculty members will be asked to complete Faculty Evaluations of the candidates in the areas of Leadership, Character, and Service. The evaluations will consist of a ranking between 1 and 5: with 1 as rarely consistent and 5 as always consistent. Each faculty member must sign the evaluations or they will not be considered.

F. Final selection for membership is by majority vote of the Faculty Council and will be based on three criteria: Leadership, Character, and Service.

G. The Faculty Council shall review the NHS Candidate Resume Forms, the essay, and the Faculty Evaluations of all the candidates. The Faculty Council will consider the candidate's' overall scores, as well as their scores within the areas of Leadership, Character, and Service. Candidates with an overall ranking below 3.5 will require more in-depth evaluation by the Faculty Council. The 3.5 score will be used as a cutoff guide and not an absolute determinant of membership by the Faculty Council.

H. The Faculty Council shall determine the number of students that shall be awarded NHS membership. The names of the students shall not be made known until after the selections are completed. Faculty evaluations may only be shared with the Faculty Council and Principal, if necessary.

The final step in the process is a short meeting with the Advisor and Principal. This meeting takes place with all students who applied for membership, whether they were accepted or not. During this meeting, students are told why they were selected or not selected. There is an appeals process and students who are not selected do have the option to appeal the decision of the Faculty Council at the time of the final meeting with the Principal and Advisor. A demerit system is also in place in the event that a member fails to meet the expectations set forth for membership in the National Honor Society. Students gaining membership will also be expected to do an individual service project that is determined at a later date.

### **Section 4 Extra Curricular/School Activity Trips**

School buses with adult sponsors will be permitted to leave for extra curricular/school activity trips. School bus drivers are instructed not to leave unless an adult sponsor is present in the bus. The sponsor needs to leave a complete list of passengers in the office before departure.

### **Section 5 Fund Raising Projects**

Each class organization shall be limited to one major fundraising project each year. The

Principal must approve all projects at least two weeks prior to the date of the project.

## **Section 6 Field Trips**

Slips may be sent home several days before a field trip is planned. Parents must sign slips and return them to school, giving their children permission to go on the trip.

## **Section 7 Riding To and From Activities**

Students who are participating in any school activity must ride school transportation to and from the event, unless their parents or guardian have personally requested parental transportation for their child. The request for parental transportation must be made to the sponsor of the activity prior to departure for the event. If parental transportation is requested for the ride home, the parents must sign a second release form at the event prior to the departure of school transportation. A parent who wants their child to ride home with an adult over the age of 21 can sign a student off ahead of time with the principal. The designated adult then has to sign the student off at the event prior to the departure of school transportation. Clearance is given only through the sponsor of the bus.

## **Section 8 Activity Code of Conduct**

This activity code of conduct is supplemental to the Palmer School student code of conduct which is in Article 8 of this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on and off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct.) The conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

## **Section 9 Activity Participation Rules**

All students associated with Palmer Public Schools and participating in extracurricular or school sponsored activities (including all NSAA and GRC activities) are required to avoid conduct that is detrimental to the integrity of and public confidence in the school. Rules promoting lawful, ethical, and responsible conduct serves the interests of all people associated with the school.

Illegal and irresponsible conduct puts people at risk, tarnishes the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

Standard of Conduct. Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

Coach and Sponsor Rules. Coaches and/or activity sponsors may establish training rules or rules of conduct for participation in or attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event.

Prohibited Conduct. Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Possession, use, distribution, or being at parties in the presence of alcohol, illicit drugs, or

controlled substances without parental supervision or under the influence of alcohol, illicit drugs, or tobacco.

2. Behavior warranting receipt of a criminal citation by law enforcement for any reason.
3. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
4. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
5. Any conduct that repeatedly interferes with the educational process or substantially disrupts the activity or event.
6. Hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.
7. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.
8. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing or terrorizing.
9. Violating any school policy or a coach's or activity sponsor's training rules or rules of conduct.
10. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
11. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
12. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

Such conduct is prohibited year-round regardless of whether it occurs on-campus or off-campus. However, the coach at his or her discretion may administer punishment for violations that occur during the summer break.

### **Violations of Specific Prohibited Conduct Clauses**

Prohibited Conduct #1: Palmer Public School will act on any notification by law enforcement officers/agencies, criminal charge or conviction notwithstanding. In addition, any person having a genuine interest in the welfare of Palmer Public School students may initiate the procedures of this policy by presenting a signed, written statement expressing concern over or observation of an infraction, delivered to a school administrator. Information to be included shall be the name of the student(s), the approximate time, date, place and nature of the infraction.

First Offense: Student will be suspended from competition/participation for six (6) consecutive contests/events. Exceptions being graduation (for seniors only) and the Washington D.C. school trip.

Second Offense: Student will be suspended from competition/participation for twelve (12) consecutive contests/events. Exceptions being graduation (for seniors only) and the Washington D.C. school trip.

Third offense: Any student involved with a third offense, Freshman through Seniors years in high school inclusive, of consumption, possession, acquiring, delivering or transporting of alcoholic beverages, tobacco or illegal substances shall immediately be ineligible for one calendar year. There will be no exceptions. Violations shall be cumulative through the student's four years of high school, Freshman through Senior years. After one calendar year, the student may appeal to the Board of Education for reinstatement.

Self-Reporting of Incident. Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy. In cases where the student elects the self-reporting option, the suspension from activities shall be reduced by one-third of the original consequence.

Violations during or at school, school activities: Any student who uses, dispenses, is under the influence, or possesses alcohol or drugs, or violates the law while at a school-sponsored event, either at the school or at any other site where Palmer is a participant school in an activity, will be liable for a five-day suspension from school in addition to the penalties listed above. On a second offense during or at school or school activities, the student will be liable for a long-term suspension under Nebraska School Law. Any suspension from activities will be counted from the time the student returns from the out-of-school suspension.

For the purpose of this policy:

1. Provisions are applicable from First Day of Fall Sports practice through Memorial Day
2. In a case where the school year ends before the full term of any consequence can be served, the penalty will carry over into the next school year.
3. In a case where the suspension was not completed prior to the end of a season, the penalty will carry over to the next season/activity in which the student participates. Completion of the suspension will be contingent on successful completion of the season/activity in which the suspension has been carried over.
4. Activity suspension will start upon a) notification by the student; or, b) upon administrative determination, applying the principle of reasonable doubt, that the student did violate eligibility rules.

Students unable to participate in fundraising activities due to activity suspension may be required to make a pro rata contribution to the organization. If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

Discipline. Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:



1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

Evaluation, Counseling, and Treatment. Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the Coach's discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

Discipline Procedures. Prior to any disciplinary action under this activities code, the following procedures shall be followed:

1. The coach or activity sponsor shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The student and his/her parent or guardian shall be given oral or written notice of the information obtained as a result of the investigation and provided an opportunity to confer with the coach or sponsor and building principal regarding the incident and any resulting disciplinary action.
3. The coach or activity sponsor shall make a decision regarding disciplinary action after steps 1 and 2 have been followed and shall report to and consult with the principal regarding the decision.
4. The student or the student's parents are given written notice of the disciplinary action taken within a reasonable amount of time by the activity sponsor.

Review of Coach's Decision. A student or the student's parents may, within 5 school days of the notice of disciplinary action from the coach or activity sponsor, notify the superintendent in writing of their request for a review of the coach or activity sponsor's determination. The superintendent shall review the situation and render a decision within 3 school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Misrepresentations. Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions. Any parent or student who has questions about board policy, this code, training rules or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the Activities Director and/or the Superintendent.

Assistance. Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

## **Section 10 Academic Eligibility**

Academic eligibility standards will apply to all extra-curricular activities. Any student failing 2 or more classes (academic or non-academic) or failing the same class in consecutive weeks, will become ineligible for a period of 1 week (Monday through Sunday) including all extra-curricular activities. An ineligible list will be issued every week except the second week of the quarter. Students who are academically ineligible will not be excused from any classes to attend any activities. Responsible students will complete assignments and homework on time or even ahead of schedule. In the event that a student is less than responsible and fails to submit a completed assignment on schedule, teachers will immediately record the grade as a zero (0). Students may submit and teachers shall accept late assignments, no more than one school day following the due date but ONLY with a standard penalty of 50%. Assignments will be accepted late, without penalty, for acceptable reason. The principal shall hold final determination as to acceptable reason.

## **Section 11 Student Fees Policy**

The Board of Education acknowledges that the Public Elementary and Secondary Student Fee Authorization Act authorizes school districts to charge student fees for certain student activities and requires the district to adopt a policy addressing student fees. Further, the Board recognizes the fact that there are expenses relating to educational and extracurricular programs and activities that may require financial participation by students and their parents or guardians. In order to provide the district's students and their parents or guardians with guidance regarding the district's position on student fees, the Board of Education enacts the following Student Fee Policy. It is the intent of the Board to provide equal access for students to all programs while complying with the laws of Nebraska and the rules and regulations of the Nebraska Department of Education.

### DEFINITIONS

Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district.

Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program pursuant to Neb. Rev. Stat. §§ 79-1106 to 79-1108.03, the course shall be offered without charge for tuition, transportation, books, or other fees\*, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

\*Other Fees – shall include a \$40.00 book fee to be paid by student to Palmer Public School. The district shall return \$15.00 to the student/parent at the conclusion of the term, upon return of the text, in good condition.

B. FEES AUTHORIZED. Except as provided otherwise herein, the district may require and collect fees or other funds from or on behalf of students or require students to provide specialized equipment or specialized attire for any of the following purposes:

Participation in extracurricular activities;

Postsecondary education costs;

Transportation pursuant to Neb. Rev. Stat. §§ 79-241, 79-605 and 79-611;

Copies of student files or records pursuant to Neb. Rev. Stat. § 79-2,104;

Reimbursement to the district for school district property lost or damaged by the student;

Before-and-after-school or prekindergarten services offered pursuant to Neb. Rev. Stat. § 79-1104;

Summer school or night school; if not otherwise prohibited by IDEA, ADA or Section 504;

Breakfast and lunch programs;

Any other fee authorized by law.

C. PERSONAL OR CONSUMABLE ITEMS. The district shall require students to furnish minor

personal or consumable items for specified courses and activities, including, but not limited to, pencils, paper, pens, erasers, crayons, scissors, basic clothing, notebooks, and similar personal or consumable items. Students shall be required to furnish the following personal or consumable items for the following courses and activities:

Per elementary student handbook supply list

Lunch money for field trips

Science classes: writing utensil, lined paper (in a notebook or loose-leaf), book cover

Immunizations and physicals as required by state law

D. NONSPECIALIZED ATTIRE (CLOTHING). Students shall be required to furnish and wear the following non-specialized attire meeting the following general written guidelines for the following specified courses and activities:

Junior High band - black pants

JH choir – black pants/skirt and white top

Track & Field – shirt, shorts, socks

Appropriate gym attire (shorts/t-shirts/tennis shoes). Can also be worn for athletic activities and personal use.

Shop/Ag Lab/Welding – coveralls, long sleeved shirts, boots or lace shoes. Students will provide these articles, which can also be used outside of school class for personal use

E. COURSE PROJECT MATERIALS. Students shall be required to furnish the following materials for the following course projects, which become the property of the students upon completion:

Materials for shop projects students will be taking home or giving away or making for someone else will be paid for by the student

Home Ec. Projects (FCS Projects): sewing, embroidery, crochet High School art projects, which we do not have materials for such as, canvas, frames and certain media.

Students, grades 7-12, will, if decided and supported by parents, be accorded the privilege of taking a laptop computer home for use on assignments and projects. The \$35 fee is an insurance premium; details are spelled out in the Laptop Checkout Form.

Various craft materials for making models such as dry pasta, legos, scrap lumber, etc. (whatever materials the student decides to use in his/her project).

F. MUSICAL INSTRUMENTS AND ACTIVITIES. Students shall be required to furnish musical instruments for participation in optional music courses that are not extracurricular activities except that a musical instrument shall be provided without charge for any student who qualifies for free or reduced-price lunches under United States Department of Agriculture child nutrition programs. The district shall not be obligated to provide a particular type of musical instrument for any student.

The fees for musical instruments, specialized attire and other specialized equipment shall be as follows:

Junior High band t-shirt

Instruments for Individual Music, e.g. guitar

Fine Arts Field Trip – Students interested in attending a Broadway style performance at a professional venue may be required to offset shortcomings of fundraising for tickets to such event.

G. NON-MUSIC EXTRACURRICULAR ACTIVITIES. Students shall be required to furnish the following specialized equipment or attire for the following non-music extracurricular activities:

All students involved in school athletic or physical education programs will be issued a combination padlock by the physical education instructor. Each student will be required to rent a padlock at a cost of \$10.00. Students will be allowed to sell the locks back to the school for \$5.00 upon completion of use. If a lock is lost, stolen, or broken, the student will be required to purchase a new lock at a cost of \$10.00. Personal locks purchased by the student may not be used under any circumstances. These locks will not be issued for use on the book lockers in the hallways.

- Basketball shoes, socks, athletic supporters, knee pads, practice shorts, shirts
- Track & Field – running shoes, competition shoes, athletic bra, athletic supporter

- Wrestling shoes, shorts, shirt
- Cheerleading requires that participants must purchase poms, skirt, shell, jacket, warm-up pants, socks, shoes and dance outfit.
- Football practice shorts, shoes (cleats), t-shirts, athletic supporters, compression shorts, socks
- FFA – students will provide shirt, shoes, slacks or skirt. They do not carry the school or organization logo. FFA jackets in the past have been borrowed. The FFA Chapter has also provided them.
- Students shall be required to pay the following fees for the following non-music extracurricular activities:
  - Track & Field – meal money, admission fee for state meet (non-qualifiers only)
  - Spanish Club –lunch for field trips
  - Jr./Sr. Washington D.C. trip – every other year – a non-required activity
  - The Palmer FFA Chapter may pay the dues for FFA.
  - Lunch for basketball tournaments
  - Physicals – Given at school approximately \$35.00; Private office calls – physician’s rate

H. POSTSECONDARY EDUCATION. Students shall be required to pay the following fees for postsecondary education:

ACT test – No writing, approx. \$40; with writing, approximately \$57

SAT test - approximately \$55

College course tuition at CCC – approximately \$250 for 3 credit hours

Possibility of lab fee for Anatomy and Physiology through CCC

I. BREAKFAST AND LUNCH PROGRAM. Following is a schedule of fees required for any breakfast and lunch program offered at the district:

PK-6 breakfast	\$1.65	PK-6 Seconds	\$0.95
7-12 breakfast	\$1.85	7 - Adult seconds	\$1.15
Adult breakfast	\$2.35	Extra Milk	\$0.70
PK-6 lunch	\$2.60	Adult Salad Bar	\$2.65
7-12 lunch	\$2.80		
Adult lunch	\$3.65		

J. OTHER ITEMS. Charges for yearbooks, class rings, letter jackets and similar items are sold as a convenience to students and are not fees and are not covered by this policy. Fines for overdue library books, abuse of school property and other school rules, regulations and policies developed for the safe and efficient operation of the school are not student fees.

K. GRADUATION ITEMS. The Senior Class treasury (Activity Account) pays for the graduate’s cap, gown and tassel. Students are responsible for any flowers ordered.

L. PUBLIC HEARING. On or before August 1, 2002 and annually each year thereafter, the School Board shall hold a public hearing at a regular or special meeting of the Board on a proposed student fee policy, following a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the prior school year. The student fee policy shall be adopted by a majority vote of the School Board and shall be published in the student handbook. The board shall provide a copy of the student handbook to every student at no cost to the student. The student fee policy shall include specific details regarding those items required by law. In the event that the district would like to consider offering a service or materials for a fee which is not offered at the time that this policy is adopted or if the district would like to consider charging a fee for services or materials currently provided at no charge to the students or their parents or if any other change is desired, a public hearing shall be held at a regular or special meeting of the Board on the proposed changes to the student fee policy before any changes to the policy are adopted. If changes are made to the policy after the public hearing, written notice shall be provided to the students and their parents as soon as is practicable.

M. STUDENT FEE FUND. The district hereby establishes a student fee fund. The student fee fund shall be comprised of all money collected from students from: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night

school. No other money shall be deposited in the student fee fund, whether from other student fees or taxes, and the money shall be expended for the purposes for which it was collected from the students.

**N. FEE WAIVER.** Any fees to be charged or materials required to be provided for the following shall be waived for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs and who apply for a waiver. Equipment and materials will be provided at the discretion of the elementary (K-6) principal and secondary (7-12) principal and athletic director.

Participation in extracurricular activities;

Specialized equipment or specialized attire for participation in extracurricular activities;

“Course Project Materials” as provided in paragraph E;

Musical instruments both for participation in optional music courses that are not extracurricular activities and for participation in extracurricular activities.

**O. PENALTIES.** Students who fail to pay overdue student fees may be subject to administrative penalties including but not limited to exclusion from graduation and commencement ceremonies or related activities, exclusion from prom, withholding of the yearbook or annual, etc. Students shall not be denied a diploma, transcript, or credit for course work completed for failure to pay students fees.

**P. FUND-RAISING.** Students may be asked to partake in fund-raising activities in order to participate in extracurricular activities. If fund-raising is done for a particular extracurricular activity, any student participating in said activity shall earn money individually and will be required to offset shortcomings of fundraising.

**Q. SEVERABILITY CLAUSE.** If any section or part of this policy is declared invalid or unconstitutional, the declaration will not affect the validity or constitutionality of the remaining portions.

## **Article 10 – STATE AND FEDERAL PROGRAMS**

### **Section 1 Notice of Nondiscrimination**

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district’s compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the Superintendent in writing at 202 Commercial Street, Palmer, NE 68864, or by telephone at 308-894-3065. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov.

### **Section 2 Designation of Coordinator**

Any person having inquiries concerning this district’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Palmer Public School, PO Box 248, Palmer, NE 68864.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color or national origin: harassment	Superintendent
Title IX	Discrimination or harassment based on sex: gender equity	Superintendent
Section 504 of the Rehabilitation	Discrimination, harassment or	Superintendent

Act and the Americans with Disability Act (ADA)	reasonable accommodations of persons with disabilities	
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

### Section 3 Compliance with Titles and Rules

Compliance with Title VI, Title VII, Title IX, Revised Rule 51, Section 504, PL 94-142 Multicultural Education and Grievance Procedures for Title IX, Section 504 and Title VI are available in the Superintendent's office.

### Section 4 Notification of Rights Under 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. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district 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 principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district 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 district 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 District 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 and effectively provide the function or service for which they are responsible.

Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

#### NOTICE CONCERNING DIRECTORY INFORMATION

The District may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous school attended. A parent or eligible student has the right to refuse to let the District designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

#### ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice, which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

### **Section 5 Law Enforcement Designation**

Pursuant to 20 U.S.C. 1232(a)(4)(B)(ii) the School District, by and through the Office of Superintendent of Schools, shall officially designate and authorize the Merrick County Sheriff's Office, by and through commissioned police officers of the Merrick County Sheriff's Office as the School District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the School District and (3) maintaining safe and drug free schools in the School District..

### **Section 6 Notice Concerning Disclosure of Student Recruiting Information**

The No Child Left Behind Act of 2001, as amended by the ESSA, requires Palmer School to provide military recruiters and institutions of higher education access to secondary school students' names, addresses and telephone listings. Parents (or a secondary student who

reached 18 years of age) have the right to request that Palmer School not provide this information (i.e., not provide the student's name, address and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Palmer School will comply with any such request.

## **Section 7 Student Privacy Protection**

The Protection of Pupil Privacy Act requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the PPRA and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys, which involve "sensitive" matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to "opt-out" their child from the survey. Sensitive matters include:
  1. Political affiliations or beliefs of the student or the student's parent;
  2. Mental or psychological problems of the student or the student's parent;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating or demeaning behavior;
  5. Critical appraisals of other individuals with whom the student has close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  7. Religious practices, affiliations, or beliefs of the students or the student's parent;
  8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term "instructional materials" does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

## **Section 8 Student Records**

School staff shall maintain student records in compliance with state and federal law.

### Contents.

Provision shall be made for including at least the following:

1. Personal and family data including certification of names and date of birth.
2. Test data, including aptitude and social adjustment ratings; interest and personality inventories may be administered at the request of the student.
3. Medical records
4. All achievement records, as determined by tests and teacher evaluation.
5. Anecdotal records
6. Pupil questionnaires
7. Copies of correspondence with parents and others concerning the student.
8. Honors and recognition received by the student.



9. Other records that may contribute to understanding of the student.

Confidentiality of Student Records.

Student files and other education records shall not be released or divulged except in compliance with state and federal law.

School officials may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. A school official who violates this restriction shall be subject to disciplinary action up to and including termination.

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 and effectively provide the function or service for which they are responsible.

A school official for purposes of access to education records is a person employed by the District 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 District 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.

To the extent permitted by law, contractors, consultants and volunteers may be permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

Student and Parent Access to Student Records.

A parent or guardian of a student or former student, and a student or former student who is eighteen (18) years of age or older, shall be given the opportunity upon request to inspect and review the education records of the student or former student. Non-custodial parents will be provided full and equal access to the education records of his or her child unless there is a court order to the contrary.

Maintenance and Destruction.

Student files or records shall be so maintained so as to separate academic and disciplinary matters. All disciplinary material in a student's file shall be removed and destroyed after the student's continuous absence from the school for a period of three (3) years.

Amendment of Student Records.

Parents and eligible students (a student who has reached 18 years of age or is attending an institution of postsecondary education) have the right to challenge any information contained in the records that they believe is inaccurate, misleading or violates the privacy rights of the student. Such a challenge may be made by making a written request to the Principal to amend the records. If a decision is made not to amend the education records in accordance with the request, the Principal shall so inform the parents of the student and the Superintendent. The parent shall be advised of the right to a hearing.

If a hearing is requested, the Superintendent shall conduct a hearing (or delegate the role to another school official who does not have a direct interest in the outcome of the hearing) and provide the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised in conformance with applicable law.

**Section 9 Parental Involvement In Education**

It shall be the policy of Palmer Public School to welcome parents to visit classrooms, assemblies, and review curriculum materials such as textbooks, tests, videos and any other instructional materials used by the school

Merrick County School District No. 49 conducted a public hearing concerning parental

involvement and participation in the school district.

It shall further be the policy of the District in the event any parent has a complaint or objection to any such materials to make such provision for personal conferences with the parent and appropriate school personnel to discuss such concerns as the superintendent or his/her designee may deem appropriate. The superintendent or his/her designee shall cause to be prepared a complaint form, which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not be limited to, the specific instructional material complained of, the reason for the complaint, and a proposed solution for resolution of the complaint from the parent's perspective.

We welcome parents to visit their child's classroom, as it is a boost to your child's pride when you come to school. When or if you come for a visit, we would ask that you contact the classroom teacher, as schedules and out-of-class opportunities may alter the day's activities.

It shall further be the policy of the District to encourage communications from parents concerning when a parent believes it to be appropriate for his/her student to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The superintendent or his/her designee shall make a provision on the complaint form hereinabove referred to for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

It shall further be the policy of the District to provide full access to the records of the students to a parent or guardian all as set forth in the Nebraska Student Records Act, the Federal Education Right to Privacy Act, and other applicable law during regular business hours of the school at the school headquarters or wherever the student's records may regularly be maintained by the District.

It shall be the policy of the District to conduct student surveys judiciously, with full consideration to the fact that certain parents may find certain items of survey objectionable. It shall, however, be the policy of the District to not generally exempt students from any school authorized survey since to do so might impair the validity and accuracy of such a survey. It shall further be the policy of the District to notify parents of any surveys or standardized testing that may be scheduled within the school district.

In order to ascertain that such rights as the parents of the District may have to make judgments believed by the parent to be in the best interest of the student it shall be the policy of the District whenever a parental objection is raised concerning textbooks, tests, and other curriculum materials, the subject matter of course, assemblies, counseling sessions, or other instructional activities, and when such objections are asserted by the parent to be made in good faith for reasons of conscience or based upon religious grounds, and when such objection causes the parent to request that his/her student be excused from any testing, classroom instruction, survey, assembly, counseling session, or other instructional activity or other school experience, the superintendent or his/her designee may excuse such student from activity. Administration shall direct the appropriate personnel to make reasonable efforts to provide when reasonable or practical to do so alternate school activities or school experiences for the activity or school experience from which the student has been excused.

It shall further be the policy of the District to prohibit any diminution in grade, credit, or other detriment to the student as a result of having been excused from any school experience or school activity as a result of objections by his/her parent or parents under this policy.

## **SEE FORM D - REQUEST FOR RE-EVALUATION OF MATERIALS**

### **Section 10 Homeless Students**

It shall be the policy of Palmer Public Schools to ensure that each homeless youth has equal access to a free, appropriate public education as provided to all other children and youth.

For the purposes of this policy, homeless children and youth shall mean: those children lacking a fixed regular and/or adequate residence; or those children having a nighttime residence in a supervised publicly or privately operated shelter for temporary accommodations.

### **Section 11 Breakfast and Lunch Programs**

Palmer Public Schools has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The school food authority assures the State Department of

Education that the school system will uniformly implement state and federal guidelines to determine children's eligibility for free and reduced price meals in all National School Lunch Programs.

In accordance with Federal law and U S Department of Agriculture policy, Palmer Public Schools is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20520-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Palmer offers a Breakfast Program, Hot Lunch Program and milk break each day. All meals and extra milk must be paid in advance in the office. No student will be allowed to charge at any time. Applications for Free and Reduced Priced Meals are available in the office. Applications will be accepted throughout the school year.

## **SEE FORM E – LUNCH COMPLAINT FORM**

### **Section 12 Asbestos Notification**

Federal Law requires annual notification be given to all new students that there is some material containing asbestos in the buildings of the Palmer Public Schools. For the past several years, efforts have been made to relieve this problem. We will continue to utilize asbestos abatement procedures to help eliminate any health hazard.

Information concerning these hazards may be found in the office of the superintendent. If you have any questions concerning asbestos, please do not hesitate to contact any of the school administrators.

### **Section 13 Title 1 Parent and Family Member Engagement**

The district commits to meeting all requirements of the No Child Left Behind Act of 2001 including Every Student Succeeds Act (ESSA) amendments as they apply to all Title 1 programs conducted within the District. For the purpose of this policy "parents and family members" means "parents and persons in a parental relation to the student." This Policy will be distributed to all parents annually, in a language that parents can understand.

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

1. Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
2. Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
3. Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
4. Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
5. Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

6. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
7. Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

## **Section 14 Title III Parent Involvement Policy**

At the district level, it is the policy of Palmer Public School that parents of all participating children in Title III Schools have the opportunity to be involved in the joint development of the district plan and the district's review process for the purpose of school improvement. The district provides coordination, technical assistance, and other necessary support in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports the partnership between home/school/community by providing understandable information about standards and assessments; providing training and materials for parents to help their children and to involve other parents; educating school personnel about involving parents and the value of parent contribution.

It is the policy of Palmer Public School that:

1. This jointly developed written Title III policy is distributed to all parents.
  - This policy will be included in the parent handbook.
2. An annual meeting is held for all parents.
  - An annual meeting will be held each year. Notification will be given in a letter mailed to parents.
3. Parents are given assistance in understanding the requirements of the Title III content standards, performance standards, and assessments.
  - Assistance will be provided at the annual meeting, parent-teacher conferences, informational meetings, and in school publications.
4. Parents receive an explanation of the school's performance profile, expected proficiency levels for students, and their student's assessment results.
  - Individual reports will be given to parents at parent-teacher conferences.
5. Parents receive timely responses to all parent recommendations. All information is sent to parents in the language used in the home. Full opportunities are provided for all parents to participate in Title III activities.
  - Responses can be either verbal or written. An interpreter or translator will be used when necessary.
6. A jointly developed school/parent compact outlines how parents, the entire school staff, and students share the responsibility for improved student achievement and the means by which the school and parents continue to build and develop partnerships to help children achieve the state's high standards.
  - All parents and staff were able to provide input into the development of the compact. The compact will be reviewed at the annual meeting.
7. The Title III program provides opportunities for parents to become partners with the school in promoting the education of their children at home and at school. Parents are given help monitoring their student's progress. The school provides assistance to parents on how they can participate in decisions related to their student's education. The school provides reasonable support for parental involvement activities as requested by parents.
  - Teachers of Title III students can attend training sessions. Opportunities for further training will appear in local publications.
8. The school coordinates and integrates parent involvement programs and activities with other programs as appropriate.
  - Palmer Public School provides shared training opportunities, transitional meetings, and publications.
9. An annual evaluation of this parental involvement policy shall be conducted to determine the effectiveness of this policy and the barriers of this policy for increasing parent involvement.

Policy evaluation findings shall be used in designing strategies for school improvement and revising parent policies.

- Surveys will be given to the parents. The results will be used for the distribution of reports/summaries and for action plans for improvement.

## **Section 15 Pregnant or Parenting Student**

The district recognizes that pregnant or parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. The district will educate pregnant or parenting students and will provide reasonable accommodations to support and encourage all pregnant or parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Attendance and Leave of Absences:

Pregnant or parenting students will be permitted to attend to their own health care, their child's medical care, or other appointments related to pregnancy or parenting with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other prenatal and postnatal related medical needs, along with related recovery for the duration that is considered medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant or parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and following unless administrators determine such participation poses a significant risk of injury to the student or to others. A pregnant or parenting student may be asked to obtain certification from the student's licensed health care provider regarding the student's safe participation in an extracurricular activity when such certification may be required of students for other conditions which require the attention of a licensed health care provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant or parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant or parenting students will be provided with assignments, classwork and any additional support needed to help the student keep up with class requirements due to absences related to pregnancy or parenting.

Alternative means to complete course work:

The district will provide at least one alternate method, in addition to traditional classroom instruction to keep pregnant or parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative programs for pregnant or parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant or parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation:

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food-safe refrigerator to store breast milk.

Child Care:

If in-school child care is not provided, a list of qualified licensed child care providers will be provided when requested by pregnant or parenting students. The list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a stepthree rating in keeping with the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early Head Start program or any other available community resources.

Privacy and Confidentiality:

Pregnant or parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative record and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

**Other Accommodations:**

Pregnant or parenting students are here notified that they may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis by the building principal. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed.

**Bullying and Harassment:**

Pregnant or parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are in place and apply to all students.

## **Section 16 Medical Statement Form to Request Special Meals and/or Accommodations**

This form may be used to request meal modifications for participants in the Child Nutrition Programs in Nebraska (National School Lunch, Child and Adult Care Food Program, and Summer Food Service Program). There are three types of meal modification requests that can be made using this form (*all request options require the parent or guardian to initially complete Sections 1 to 9 in Part A of the form*):

**Modification Option # 1:** Used to request **substitution for fluid cow's milk** due to Lactose Intolerance, Vegan, Religious, Cultural, or Ethical Reasons. This request can be made by the parent/guardian completing Sections 10 in Part A of this form. It does not require a physician/medical authority signature or completion of either the Part B or Part C Medical Statement portions of this form.

**Note:** *The school/agency may at their discretion, offer a nutrient equivalent non-dairy milk substitute for a participant with a medical or special dietary need that is NOT life threatening or considered a disabling condition.*

**Modification Option #2:** Used to request a **modification due to a disability**, including the potential for a severe allergic reaction (anaphylaxis) to food. Part B, Sections 11 to 22 must be completed by a licensed physician (*M.D. or D.O.*). **Note:** *Schools/agencies participating in one or more of the federal programs listed above are required to make accommodations for participants who are unable to eat the regular meals because of a disability that restricts their diet.*

**Modification Option #3:** Used to request a meal **modification due to a food allergy/intolerance, or other medical condition** that does not rise to the level of a disability. Part C, Sections 21 to 30 must be completed by a Licensed Physician (*MD or DO*), Physician's Assistant (*PA*), Advance Practice Registered Nurse-Nurse Practitioner (*APRN-NP*), or Chiropractor. A Licensed Medical Nutrition Therapist (*LMNT*) also may complete and sign Part C when acting under the consultation of a licensed physician. **Note:** *Schools/agencies may, at their discretion, make substitutions for participants who have a special dietary need that does not meet the definition of a disability.*

**Parent/Guardian:**

The *Medical Statement Form* helps the school/agency provide meal modifications for participants who require them. Your participation in this process is very important. The sooner you provide this signed and completed form to the school/agency, the sooner the staff can prepare the food required. Your signature is required for the school/agency to take action on the medical statement. The school/agency staff cannot change food textures, make food substitutions, or alter the participant's diet without completion of the necessary portions of this form.

**Definitions\*:** (*As used for purposes of medical statements and modification requests on this form*):

The term "**disability**" means, with respect to an individual: (A) a physical or mental impairment that substantially limits one or more major life activities of such individual; (B) a record of such impairment; or (C) being regarded as having such impairment. (*See 42 U.S.C. 12102*)\*

The term "**physical or mental impairment**" means (1) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; musculoskeletal; special sense organs; respiratory, including speech organs;

cardiovascular; reproductive, digestive, genitourinary; hemic and lymphatic; skin; and endocrine; or (2) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term *physical or mental impairment* includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech, and hearing impairments; cerebral palsy; epilepsy; muscular dystrophy; multiple sclerosis, cancer; heart disease; diabetes; mental retardation; emotional illness; and drug addiction and alcoholism. (See 7 CFR 15b. 3(j).)\*

The term “**major life activities**” includes, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. (See 42 U.S.C. 12102)\*

The term “**has a record of such an impairment**” means the participant has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities. (See 7 CFR 15b. 3(l).)\*

The term “**regarded as having such an impairment**”, as defined in USDA federal Food and Nutrition Service regulations at 7 CFR 15b, means that the participant (1) has a physical or mental impairment that does not substantially limit major life activities but that is treated by a recipient as constituting such a limitation; (2) has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others towards such impairments, or (3) has none of the impairments defined in paragraph (j) of this section but is treated by a recipient as having such an impairment. (“Recipient” would be a school/agency receiving nutrition services reimbursement.) (See 7 CFR 15b. 3(m) and 42 U.S.C. 12102)\*

**\*Definitions are based upon the Americans with Disabilities Act Amendments Act of 2008 (See Title 42 of the United State Code, Section 12102), and USDA Food and Nutrition Service regulations (See Title 7 of the Code of Federal Regulations, Part 15b.) Refer to the full texts of these laws and regulations for more detail.**

**MEDICAL STATEMENT FORM TO REQUEST SPECIAL MEALS AND/OR ACCOMMODATIONS**  
This form is to be used to request meal modification(s) for participants in the National School Lunch Program, Child and Adult Care Food Program, and/or Summer Food Service Program (See Attached Instructions for Completing this Form)

**PART A: Parent/Guardian completes this section – please print.**

1. Name of Participant

2. Date of Birth

3. Name of Parent/Guardian

4. Telephone

5. Address

6. City

7. State/Zip

8. Email Address

9. I give permission for the school/agency personnel responsible for implementing my child's prescribed diet order to share information with employees in order to accommodate this food modification request at other school/agency activities involving food.

⊖   Y\_e\_s  

⊖   N\_o  

Parent/Guardian Signature

Date

10. **Modification Option #1. Milk Substitution Request Only** (If applicable, parent/guardian must check box and sign):

⊖ Participant is requesting substitution for fluid cow's milk due to lactose intolerance, vegan diet, religious, cultural, or ethical reasons. This milk substitution request can be made by the parent/guardian signing this form.

Parent/Guardian

Signature:

**IMPORTANT:** For a student who does not have a recognized disability, the only fluid cow's milk substitutions allowed by USDA are (1) Lactose-free fluid cow's milk or a (2) Non-dairy beverage with a nutrient profile equivalent to fluid cow's milk as specified in federal regulations. Currently, the only beverages meeting these specifications are certain brands of soymilk (8<sup>th</sup> Continent, Kikkoman Pearl, and Pacific Brand Ultra).

**A physician/medical authority signature and completion of Parts B or C of this form is NOT required if this is the only requested substitution.**



**PART B: (Modification Option #2) Medical Statement - For participants with a disability**

Completion of this PART B Medical Statement is required when the modification request is due to a disability, including a potential for a serious allergic reaction to a food (includes anaphylaxis).

To be completed by a licensed physician (M.D. or D.O).

11.  **Disability** (Specify the disability, food allergy/intolerance or medical condition and explain why the disability restricts the participant's diet.)

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**Check major life activities affected:**

Walking  Seeing  Hearing  Speaking  Breathing  Working  Learning  
 Performing manual tasks  Caring for self (including eating)  Other \_\_\_\_\_

**Check major bodily functions potentially affected (either acutely or long term):**

Endocrine  Growth  Respiratory  Neurological  Circulatory  Bladder  Gastrointestinal  
 Cardiovascular  Reproductive system  Immune system

**Potential for a Serious Allergic Reaction to Food (includes anaphylaxis).** Specify the food or foods:

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12. Specify any dietary restrictions or special diet instructions for meals:

13. If applicable, list the foods to be omitted and substituted in their diet (attach additional sheets if needed):

**Foods to be Omitted**

**Suggested Substitutions**

14. Modified Texture:    ⋈ Not Applicable    ⋈ Chopped    ⋈ Ground    ⋈ Pureed

15. Modified Thickness of Liquids:    ⋈ Not Applicable    ⋈ Nectar    ⋈ Honey    ⋈ Pudding Thick

16. Special Feeding Equipment:

If applicable, list special feeding equipment (e.g. large handled spoon, Sippy cup, etc.):

17. M.D. or D.O. Signature:

18. Date:

19. Printed Name/Title:

20. Phone:

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Participant's Name \_\_\_\_\_

**PART C: (Modification Option #3) Medical Statement** *(For participants without a disability)*

Completion of this PART C Medical Statement is required when the requested modification is due to a food allergy/intolerance, or other medical condition that does not rise to the level of a disability. *Please note: The school/agency may make food substitutions, at their discretion, for individual children who do not have a disability, but who are medically certified as having a special medical or dietary need.*

To be completed by a Licensed Physician (MD or DO), or other recognized medical authority for this purpose: Physician's Assistant (PA), Advance Practice Registered Nurse-Nurse Practitioner (APRN-NP), or Chiropractor. A Licensed Medical Nutrition Therapist (LMNT) also may complete and sign Part C when acting under the consultation of a licensed physician.

*Please note: LMNT's must list the referring physician in Section 26.*

21. **Diagnosis** *(Specify the food allergy/intolerance or medical condition and explain why it restricts the participant's diet.)*

22. Specify any dietary restrictions or special diet instructions for meals:

23. If applicable, list the foods to be omitted and substituted in the diet (attach additional sheets if needed):

**Omit Foods Listed Below:**

**Substitute Foods Listed Below:**

24. Modified Texture:    ⅈ   Not applicable    ⅈ   Chopped    ⅈ   Ground    ⅈ   Pureed

25.                    Modified    ⅈ   Not applicable    ⅈ   Nectar    ⅈ   Honey    ⅈ   Pudding Thick

Thickness of Liquids:

26. Signature of Physician/Other Medical Authority/LMNT:

27. Name of referring physician working with LMNT *(if applicable)*:

28. Printed Name and Title:

29. Phone Number:

30. Date:

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Participant's Name \_\_\_\_\_

**SCHOOL PERSONNEL COMPLAINT FORM**

Name and Address of Person Making Complaint

Date

Name and Address of Person(s) Being Complained Against

Date of Action Causing Complaint

Complaint: (Attach another sheet if necessary)

Supportive Evidence or Witnesses: (Attach copies of materials if necessary)

Signature of Person Making Complaint

**FORM A**

**ABUSE COMPLAINT FORM**

Name of Complainant: \_\_\_\_\_

Position of Complainant: \_\_\_\_\_

Date of Complaint: \_\_\_\_\_

Name of alleged abuser: \_\_\_\_\_

Date and place of incident or incidents:

Description of misconduct:

Name of witnesses (if any):

Evidence of abuse, i.e., letters, photos, etc. (attach evidence if possible):

Any other information:

I attest that all of the information on this form is accurate and true to the best of my knowledge.

Signature:

Date:

**BULLYING/HARASSMENT COMPLAINT FORM**

Name of Complainant:

Position of Complainant:

Date of Complaint:

Name of alleged harasser:

Date and place of incident or incidents:

Description of misconduct:

Name of witnesses (if any):

Evidence of harassment, i.e., letters, photos, etc. (attach evidence if possible):

Any other information:

I attest that all of the information on this form is accurate and true to the best of my knowledge.

Signature:

Date:

**REQUEST FOR RE-EVALUATION OF MATERIALS**

NAME \_\_\_\_\_

TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

ORGANIZATION REPRESENTED (if any) \_\_\_\_\_

TITLE OF MATERIAL

AUTHOR

PUBLISHER

PUBLICATION DATE

Have you read or viewed this material?

Are you familiar with other materials or books on this subject for children of this age?

Please cite examples:

On what do you base your comments? Please be specific. Cite examples:

Do you object to...

... your child reading or viewing this material?

...to any child reading or viewing this material?

...children using this material with parental approval?

Explain the effect you believe this material might have on a child:

What action would you like to see taken? \_\_\_\_\_

SIGNED:

DATE:

**FORM D**

**LUNCH COMPLAINT FORM**

NAME (complaining party):

DATE of meal complained about:

NATURE of complaint: Please set forth, in the space provided below, what was served and a specific description of what caused said grievance:

NAME of witnesses who could verify the above grievance:

Complaining Party's Signature

Date complaint filed