

**MEAD ELEMENTARY SCHOOL  
STUDENT-PARENT HANDBOOK  
2009-2010**

**Mead Elementary School  
115 N. Elm  
P.O. Box 158  
Mead, Nebraska 68041  
Phone: 402 624-6465  
Fax: 402 624-2001**



**ADMINISTRATION**

Superintendent: Dr. Dale Rawson  
Junior /Senior High Principal: P.J. Quinn

**BOARD OF EDUCATION**

President	Tim Johnson
Vice President	Richard Kuhr
Treasurer	Lisa Moravec
Member	Bob Bice
Member	Steph Langemeier
Member	Nate Mongan

## ELEMENTARY FACULTY

<b>Teacher [Voice Mail Ext]</b>	<b>Position</b>		<b>Teacher [Voice Mail Ext]</b>	<b>Position</b>
Dr. Dale Rawson 129	Superintendent		P.J. Quinn 123	Principal
Traci Berg 301	3 <sup>rd</sup> Grade		Elizabeth Lindgren 303	Kindergarten
Jon Dahl 122	PE		Courtney Pennell 212	Art
Dan Dornbush 206	PE		Lesha Quinn 300	2 <sup>nd</sup> Grade
Shannon Heilbrun 310	Speech Path.		Valerie Reiman 309	6 <sup>th</sup> Grade
Mistyn Kozisek 311	Music		Amy Sund 302	4 <sup>th</sup> Grade
Cathy Kuhr 304	1 <sup>st</sup> Grade		Anne Swanson 131	Media Specialist
Marcia Lamberson 310	Elem Special Ed.		Kim Thrasher 307	Title I
Jason Larson 308	5 <sup>th</sup> Grade		Deborah Virgl 214	Band/Counselor

## JR.-SR. HIGH FACULTY

<b>Teacher [Voice Mail Ext.]</b>	<b>Position</b>		<b>Teacher [Voice Mail Ext.]</b>	<b>Position</b>
Dr. Dale Rawson 129	Superintendent		P.J. Quinn 123	Principal
Jon Dahl 122	PE/AD		Alan Leimer 207	Math/Soc. Science
Darwin De Vries 209	Math		Del Lindgren 210	Special Education
Dan Dornbush 206	Social Science		Dawn Moser 124	HS Guidance
Virginia Fernandez 213	Spanish		John Niemoth 204	Science
Ken Furstenuau 211	Business		Alexis Pedersen 200	Language Arts
Shannon Heilbrun 310	Speech Path.		Courtney Pennell 212	Art
Kori Jensen 125	Agriculture		Mark Scheuler 205	Science
Mistyn Kozisek 311	Vocal Music		Anne Swanson 132	Media Specialist
Tricia Kruse 201	Language Arts		Deborah Virgl 214	Music
Marcia Lamberson 217	Special Education		Connie Weiss 202	Family Sciences

## SUPPORT STAFF

<b>Staff Member [Voice Mail Ext]</b>	<b>Position</b>		<b>Staff Member [Voice Mail Ext]</b>	<b>Position</b>
Mick Coady	Bus Driver		Shelly Parsons 128	Bookkeeper
Jody Divoll 131/213	Library Aide		Kris Schutt 120	Admin. Asst.
Jim Halbmaier	Bus Driver		Linda Sweet 126	Asst. Cook
Gil Ludacka	Maintenance		Vern Taylor	Bus Driver
Sara Nicola 127	Elem. Secretary		Maybelle Tweedy 126	Head Cook
Esther Parkins	Van Driver		Sandy Winkelman 126	Asst. Cook

After hours, you will be able to reach a teacher's voicemail using the extension numbers listed above.

**STUDENT - PARENT HANDBOOK  
MEAD ELEMENTARY SCHOOL  
2009-2010**

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## **Mead Elementary School Student-Parent Handbook 2009-2010 School Year**

### **Section 1 Foreword and Welcome**

On behalf of the entire faculty and staff, I would like to welcome you to Mead Public Schools. We are committed to providing an excellent academic and co-curricular experience.

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Mead Public Schools. 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. The handbook outlines the rights and responsibilities of the students in the Mead Schools, and it has been reviewed and accepted by the Board of Education.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to cover every situation and circumstance that may arise during any school day, or school year. 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 and the educational program.

After reviewing this handbook, please feel free to contact me with any questions or concerns you might have.

Sincerely,  
P.J. Quinn, Principal

### **Section 2 School Mission Statement**

The Mead Public Schools, families, and community shall provide educational opportunities which nurture, challenge, and encourage students to reach their full potential.

We believe:

- all students can learn.
- diversity will be recognized and respected.
- in providing a physically and emotionally safe learning environment.
- education is a shared responsibility of students, faculty, community, and families.
- proper communication is fundamental to effective education.
- education is essential to our society.
- in providing students with the skills to become productive, responsible world citizens.
- respect and concern for self and others is vital to education.
- in providing a foundation and motivation for continued learning.
- in providing a foundation for environmental responsibility and global awareness.

Section 3 School Calendar

# MEAD PUBLIC SCHOOLS

2009 - 2010

Approved 3/9/09

**AUGUST**

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**SEPTEMBER**

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

**OCTOBER**

		1	2
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29
		30	

**NOVEMBER**

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

**DECEMBER**

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**JANUARY**

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**FEBRUARY**

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

**MARCH**

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**APRIL**

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**MAY**

	3	4	5	6
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

- 12-13-Aug Teacher Workshops
- 14-Aug School Begins Dismiss 11:30 am NO LUNCH
- 7-Sep NO SCHOOL -Labor Day
- 24-Sep 1 Hour Early Dismissal Teacher In-Service
- 16-Oct End 1st Quarter (45 Days)
- 22-Oct Dismiss 12:55 p.m. P-T Conf 1:30 - 8 pm
- 23-Oct NO SCHOOL
- 28-Oct NO SCHOOL Teacher In-Service
- 1-Nov Daylight Saving Ends
- 13-Nov NO SCHOOL (State VB)
- 19-Nov 1 Hour Early Dismissal Teacher In-Service
- 25-Nov 1:30 pm Dismissal
- 26-27-Nov NO SCHOOL -Thanksgiving Vacation
- 22-Dec 1:30 pm Dismissal End 2nd Quarter (42 Days)
- 22-Dec End 1st Semester (87 Days)
- 23-Dec to 1-Jan NO SCHOOL
- 23-27-Dec NSAA Moritorium --GYM CLOSED
- 4-Jan Teacher Work Day - NO SCHOOL
- 5-Jan School Resumes
- 11-Feb Dismiss 11:30 am P-T Conferences 1-7 pm
- 12-Feb NO SCHOOL
- 24-Feb NO SCHOOL Teacher In-Service
- 5-Mar NO SCHOOL (State GB)
- 11-Mar End 3rd Quarter (45 Days)
- 12-Mar NO SCHOOL (State BB)
- 14-Mar Daylight Saving Begins
- 25-Mar 1 Hour Early Dismissal Teacher In-Service
- 1-Apr Dismiss 1:30 p.m.
- 2-Apr to 5-Apr NO SCHOOL -Easter Vacation
- 6-Apr School Resumes
- 29-Apr 1 Hour Early Dismissal Teacher In-Service
- 16-May Graduation 2:00 p.m.
- 21-May End 4th Quarter (48 Days)
- 21-May End 2nd Semester (93 Days)
- 21-May End School Year (180 Days)
- 24-25-May NO SCHOOL -Staff Work Days

- KEY**
- = Teacher Work Day
  - = End of Quarter
  - = Vacation Time
  - = School Begins or Resumes
  - = Late Start or Early Dismissal for In-Service

## Article 1 - School Day

### Section 1 Daily Schedule

The elementary school day will begin with the first bell at 8:10 a.m.

Grade	Morning Session	Lunch	Afternoon Session
Kindergarten	8:20-10:50	10:55-11:25	11:50-3:15
First Grade	8:20-10:55	10:55-11:25	11:50-3:15
Second Grade	8:20-10:55	10:55-11:25	11:50-3:15
Third Grade	8:20-10:55	10:55-11:25	11:50-3:15
Fourth Grade	8:20-11:20	11:25-11:55	12:10-3:15
Fifth Grade	8:20-11:20	11:25-11:55	12:10-3:15
Sixth Grade	8:20-11:20	11:25-11:55	12:10-3:15

### Section 2 Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. Our first consideration in emergency school closings is the welfare and safety of the students. If it is necessary to cancel school we will notify the following: radio stations: KFAB, 1110 on the AM dial; WOW, 941 on the FM dial; and TV stations: KMTV, Channel 3; WOWT, Channel 6; KETV, Channel 7; and KOLN Channel 10, will be notified. You can also access this information by calling 624-2203, press 4, enter 4000. School Beacon is a service which provides voice mail and email notification of school closings. To receive School Beacon messages, access the School Beacon button on the school's home page: <http://www.meadpublicschools.org/vnews/display.v>. Generally, when school is canceled, activities scheduled for that day and evening are also canceled. Please do not call the school to ask about school closing. Listen to the radio and TV stations or call the number listed above.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media. Parents should have a plan in place to accommodate these circumstances.

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

### Section 3 Supervision Responsibility Before/After School

Students are expected to arrive at school no more than 15 minutes prior to the first class or school program in which they are participating. **Prior to 7:50 a.m., the school does not provide supervision and is not responsible for accidents at that time.** During inclement weather, students will be allowed to enter the building but must stay in the front entryway.

## Article 1 – School Day

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention, etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

### **Section 4 Lunch and Breakfast**

Breakfast is available each morning, beginning at approximately 7:40 at the high school. Breakfast prices are: Grades K-12 = \$1.20, Adults = \$2.00. A hot lunch is available each day, or a cold lunch can be brought from home. Lunch count is taken each day. Students will walk to the high school when weather permits. Students will be bused in inclement weather. Lunch prices are: Grades K-2 = \$1.60, 3-6 = \$2.00, 7-12 = \$2.35, Adults = \$3.00, Milk = \$0.30. Free or reduced priced breakfasts and lunches are available by applying through the office.

Parents are encouraged to use Powerschool to track lunch accounts and keep them current. Lunch policy permits students to charge certain items if money is in their account. Parents can track student charging through Powerschool.

The Federal School Food Service program regulations forbids any competitive food or beverage service to be in operation one-half hour before the lunch period and one-half hour after this period of time. The same regulation forbids the sale of food or beverage items by other school organizations during the lunch hour. Students are not allowed to order fast food by delivery during the noon hour.

### **Lunch Guidelines**

Walking:

1. Stop at the street and wait for the supervisor to direct you to proceed. Stay in the crosswalk when crossing the street.
2. Stay together in one group.
3. Walk across the street in an orderly fashion, keeping your hands and body to yourself.

Busing To Lunch:

4. The students will get on and off the bus in an orderly and quiet fashion.
5. The bus will be loaded filling the front seats first. We will need to sit three to a seat so that we can fit all into the bus in a timely manner.
6. Students will stay seated while the bus is moving. The students will be quiet on the bus.
7. Tables are assigned for each grade.
8. Talking will be limited during the first twenty minutes of lunch to help all to enjoy their meal.
9. Raise your hand for permission to dump your tray.
10. No food is to leave the cafeteria area, remain seated at your table if you are still eating.
11. Talk quietly with the people at your own table during lunch.

## Article 2 – Use of Building and Grounds

### Section 1 Visitors

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Scheduled visits to classrooms are encouraged, provided that the visits do not disrupt the educational program, individual students, or create a safety concern. Unless they are immediate family of a Mead student, visitors for lunch are required to inform the office one day in advance of their attendance. Student visits must be of an educational rather than social nature and must be cleared through the office in advance.

### Section 2 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment may be required to pay for the damage done or replace the item.
3. 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 3 Lockers

Each student at Mead Public Schools is assigned a specific locker. Students are on the honor system, as no locks are provided for the lockers. The following guidelines apply to the school lockers:

1. Students assume full responsibility for the items stored in their locker as well as the general physical condition of the locker, including the cleanliness of the locker.
2. If a student chooses to place a lock on his or her locker, the combination or an extra key shall be provided to the office.
3. Pop or beverage containers are not allowed to be stored in the lockers.
4. The school is not liable for lost or stolen items.
5. The locker assigned to the student is property of the school district and subject to inspection at any given time.
6. Any student found tampering, vandalizing, or removing articles from another student's locker will be disciplined by the administration. This may include, but not be limited to suspension or SAC.

### Section 4 Searches of Lockers and Other Types of Searches

School officials may search a student and student's property with reasonable cause or the student's free and voluntary consent. Vehicles on school property are also subject to search. Areas such as lockers, which are owned and jointly controlled by the district, may be searched if reasonable cause exists to believe that contraband is inside the locker. Students shall not keep, or maintain any article or material in school-owned lockers that are forbidden by district policy or that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school-sponsored function.

The following rules 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

## Article 2 – Use of Buildings and Grounds

the search will uncover evidence of a crime or a school rule violation. The search is to 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 will be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which 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 5 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. 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 6 Messages and Use of Telephone**

Parents should feel free to call the school concerning any matter dealing with their children and the school. Only in emergency situations will students be called from classrooms to answer a telephone call and only messages from parents will be delivered to students. Students will be called to the office via the intercom at the end of the school day to receive most messages. The school will make every attempt to deliver messages from employers to students.

The office phone is for school business use. However, students will be allowed to use the phone for school related purposes or a ride home. If a student is ill and needs to come home, the school secretary will make the phone call.

### **Section 7 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. If it is necessary to bring valuable items or more money than is needed to pay for lunch, the money or valuables may be left with the school office for temporary and safe-keeping. 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.

## **Article 3 - Attendance**

### **Section 1      Attendance Policy (5113 and 5113a)**

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage such regular and punctual student attendance. The Principal and teachers are required to maintain an accurate record of student attendance.

It is the goal of Mead Public Schools to promote punctuality, self-discipline and responsibility in all students. There is a high correlation between good attendance and good academic records of a student. To help all students with their attendance, the following policy will be followed:

- 1) Any child between the ages of 6 and 18 shall attend school each day that school is in session; except, when excused by school authorities. The administration shall determine if an absence is excused or unexcused. Upon returning to school a student must have a written note signed by the parent or guardian, or telephone call, verifying the reason for the absence. This note is to be presented to the Principal immediately upon returning to school. The Principal shall give the student a permit to class form telling the teachers the reason for the absence and if the absence is excused or unexcused.
- 2) Each teacher will record attendance of all students each class period checking for students being absent or tardy.
- 3) Students absent from class are responsible to make up any work missed. This should be done before the absence, if possible. Students will have two days to make up work for each day missed.
- 4) Prior to a student's 7th absence in a quarter, the parents of that student will be notified in order to resolve the attendance problem. The parents will be notified of the attendance policy and the consequences of additional absences.
- 5) Any absence after the tenth (10) from any one class during a semester, the student will no longer receive credit for the class.
- 6) Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences". Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the student will be considered truant and Policy 5114 will be applied.
- 7) Students who accumulate twenty (20) absences per year shall be deemed to be habitually truant and Policy 5114 will be applied, and the principal shall file a report with the county attorney of the county in which the student resides.
- 8) Certain absences may be waived at the discretion of the administration. Some examples may be: if the student is under a physician's care, if the student's absence is due to a state or conference sponsored activity in which the school and student are both taking part.
- 9) A student must be in attendance the full day of the scheduled event in which the student is a participant, unless, the school is notified of extenuating circumstances and the student is excused by the school administration. Illness is not an extenuating circumstance.
- 10) Students and parents are expected to make medical, dental and other personal appointments outside the school day whenever possible.
- 11) Appeals to the attendance policy may be made in writing or by appearance to the Board of Education.

Article 3 – Attendance

**Section 2 Attendance and Absences**

Excused and Unexcused Absences. An absence from school will be reported as: (1) an excused absence or (2) an unexcused absence.

1. Excused Absences. **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:
  - a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
  - b. Illness which causes a student to be absent from school.
  - c. Doctor or dental appointment which require student to be absent from school.
  - d. Court appearances that are required by a court order and the student is not responsible for needing to be in court.
  - e. School sponsored activities which require students to be absent from school.
  - f. Family trips in which student accompanies parent(s)/legal guardian(s).
  - g. Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two reasons, depending on circumstances such as the student's absence record, 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.

2. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings. Students who arrive late are required to check in at the office to receive an admittance pass. A student who is tardy to school will receive the following sanctions:

- 1<sup>st</sup> tardy – Warning
- 2<sup>nd</sup> tardy – Warning
- 3<sup>rd</sup> tardy – Warning; student-administration conference; parental contact
- 4<sup>th</sup> tardy – Loss of 1 recess
- 5<sup>th</sup> tardy – Loss of 1 recess
- 6<sup>th</sup> tardy – Loss of 2 recesses; student-administration conference; parental contact
- 7<sup>th</sup> tardy – 1 After school detention, 30 minutes
- 8<sup>th</sup> tardy – 2 After school detentions, 30 minutes each
- 9<sup>th</sup> tardy – 3 After school detentions, 30 minutes each; student-administration conference; parental contact
- 10<sup>th</sup> tardy –ISS/OSS at discretion of Principal

## Article 3 – Attendance

### **Section 3 Sign Out Procedures**

Students are required to remain on campus from the time they arrive in the morning until they are dismissed in the afternoon. **Students leaving school for any reason must have parental/guardian permission. Parental permission can be a note with a parent signature turned into the office prior to leaving, or verbal notification from the parent to the office prior to the student's departure.** Students who become ill at school must come to the office. In case of emergency and parents cannot be notified, only school personnel or authorized persons may take the student home.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the office and provide the office with a copy of that order to maintain on file at the school.

### **Section 4 Absence Procedures**

Communication with the school regarding absences is essential. If you are absent from school for any reason, your parent must communicate with the school as soon as possible to confirm your absence. Someone will be on duty from 7:45 a.m. until 4:00 p.m. each school day to receive telephone calls regarding absences, or a message can be left on the answering machine outside of office hours. Have your parent call 624-3435 at the high School or 624-6465 at the elementary to leave information regarding your absence.

The same procedure applies if it is necessary for you to leave the school during the day. You must have your parent notify the office by note or verbal contact prior to being released from school. Students who leave school and then ask parents to call later may be recorded as unexcused.

Absences must be excused or verified within two days of the occurrence. **Absences which have not been excused or verified within two days will be considered trancies.** It is the students' responsibility to have absences verified by the home. **All absences, except those for school activities, count toward the ten day Attendance Policy.**

Students who are truant from school may be required to be accompanied by a parent to regain entrance to the school setting. Students who are truant from school **two or more times** may be excluded from school for excessive truancy.

### **Section 5 Attendance Committee**

If a student reaches an excessive number of absences, a meeting of the Attendance Committee shall be held. The Attendance Committee will consist of teachers and Principal. The purpose of the attendance committee is to examine extenuating circumstances surrounding absences. The committee will then make a recommendation to the Board of Education concerning the granting or denial of credits. The Board of Education has final authority to grant or deny credits.

### **Section 6 Make-up Work**

The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences. As a general guideline for each excused absence, two school days will be allowed to make up the work for each day missed with

## Article 3 – Attendance

a maximum of ten (10) days allowed to complete make up work. If requested, assignment sheets will be prepared for students who are ill.

### **Make-up Work (Policy 6154.1)**

The make-up work of students will be counted for course credit when satisfactorily completed according to the guidelines stated below, or such other guidelines as approved by the Superintendent or the Superintendent's designee.

#### **A) Excused Absences**

1) To receive credit for work missed due to excused absences (e.g., medical appointments, court appearances, driver's tests, college visits, family vacations or other absences as approved by the Principal); Students leaving school for any other reason must have parental permission. Parental permission can be a note with a parent signature turned into the office prior to leaving, or verbal notification from the parent to the office prior to the student's departure. The student must have make-up work done before he/she leaves or have made arrangements with the teachers involved prior to departure from school. **School sponsored activities will not be counted as absences, but students must have make-up work done before leaving or arrangements for make-up work made with the teachers involved.**

2) To receive credit for unexpected or unusual absences, such as illness or funerals, a phone call or note must be on file in the Principal's office. Students will get assignments from teachers, and the teachers involved will determine the due date to get make-up work done and turned in. No credit will be awarded after the due date.

#### **B) Unexcused Absences**

1) To receive credit for unexcused absences, (e.g. truancy, class skipping, any absence not deemed to be excused), the student will be assigned appropriate make-up credit at a teacher assigned time. (For example, before or after school, during noon, or other times that the teacher is available to assist students.)

**C) In-School Suspension (any student placed on in-school or out-of-school suspension will not be allowed to attend any home or away school activities during the time of suspension.)**

1) To receive credit for absences due to in-school suspension, the student will complete the assignments assigned by the teacher(s). The student will not be considered absent for the day. The student will receive full credit for work completed.

#### **D) Out-Of-School Suspension**

1) Students who are under out-of-school suspension will be provided the opportunity to complete daily classroom work as well as examinations.

**2) Students who have been suspended will have all daily classroom work completed upon return to school after completing the assigned suspension period. Students will be given the day they return to school after a short-term suspension to complete all examination work.**

3) Students will make arrangements with teachers to complete examination work after a long-term suspension.

4) Students will receive full credit for work they have completed during the suspension, as long as it is completed within the outlined time above.

5) It will be the student's responsibility to get all daily classroom work assignments as well as to make examination arrangements during the time of suspension. These arrangements are to be made prior to the start of or at the conclusion of the regular school day, and will

### Article 3 – Attendance

not be made during the regular school day.

#### **E) Students Expelled From School**

Students expelled from school will receive no credit for the time they are removed from the school.

#### **Section 7 Attendance is Required to Participate in Activities**

Students must attend school the day of any scheduled school activity in order to participate in or attend the activity. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

#### **Section 8 Truancy**

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age 6 to 18 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

## Article 4 – Scholastic Achievement

### Section 1 Grading System

Students will receive percent and letter grades on report cards and letter grades on transcripts. The following scale will be used:

<b>A</b>	93-100				<b>1 = Beginning</b>
<b>B+</b>	90-92	<b>B</b>	85-89		<b>2 = Progressing</b>
<b>C+</b>	82-84	<b>C</b>	76-81		<b>3 = Proficient</b>
<b>D+</b>	74-75	<b>D</b>	70-73		<b>4 = Advanced</b>
<b>F</b>	0-69				<b>Blank = Not Introduced</b>

Each teacher will define the grading procedures to be used in their classes.

### Section 2 Promotion and Retention

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. 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 such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

### Section 3 Report Cards

Report cards are issued at the end of each quarter to communicate the progress of students. Percentage or letter grades are used to designate a student's progress. If there are any questions about a report card, please contact the teacher

### Section 4 Parent Teacher Conferences

Parent teacher conferences are scheduled in the Fall and Spring. This is an effective tool for communicating with teacher. Parents can also schedule additional conferences with teachers if desired.

### Section 5 Academic Integrity

1. **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.
2. **Definitions:** The following definitions provide a guide to the standards of academic integrity:
  - (a) **“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:
    - (1) **Tests** (includes tests, quizzes and other examinations or academic

#### Article 4 – Scholastic Achievement

performances):

- (i) **Advance Information:** Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. 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.
  - (ii) **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.
  - (iii) **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.
  - (iv) **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.
  - (v) **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.
- (2) **Papers** (includes papers, essays, lab projects, and other similar academic work):
- (i) **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.
  - (ii) **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.
  - (iii) **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.
  - (iv) **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.
  - (v) **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

#### Article 4 – Scholastic Achievement

missing class was because the student had not finished the paper.

- (3) **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.
  - (b) **“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:
    - (1) **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.
    - (2) **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.
  - (c) **“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.
3. **Sanctions:** The following sanctions may occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (a) **Academic Sanction.** The instructor may 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 may 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.
  - (b) **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.
  - (c) **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.

## Article 5 – Support Services

### Section 1 Special Education Services

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability. A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services. Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. **The evaluation is conducted only with written consent of a parent or guardian.** A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

### Section 2 Guidance Services

Mead Public Schools employs counselor(s) for the purpose of assisting with the District's testing program and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by or call the counselor's office and make arrangements for an appointment.

Each year, the guidance department will be giving various classes different batteries of tests to measure, interest, achievements, aptitude and academic potential. The guidance department will also help students analyze their own potential and assist them with pre and post interpretation of tests that are administered. Test results will become a part of the student's cumulative record, and will be available to the student and parent for consultation purposes. Dates of these tests will be published through student and staff bulletins.

### Section 3 Homework Academy

The intent of Homework Academy assist students with the timely completion of homework.

- Students who fail to hand in an assignment or hand in an incomplete assignment will be assigned to Homework Academy.
- Students will be allowed 2 late assignments per quarter before being assigned to Homework Academy.
- Students who fail to make up quizzes or tests may be assigned to Homework Academy at the teacher's discretion.
- Teachers will inform students with missing assignments that they will attend Homework Academy the following day.
- Homework Academy will be assigned from 3:15 to 3:45 the day AFTER the homework should have been turned in. It will be held in the room of the teacher assigned supervision for that week.
- Students will be responsible for notifying parents if they need transportation or will arrive home late the next day. A phone call will be made by the student at the end of the day the homework was due to inform parents of the missing assignment and any transportation need for the following day.

## Article 5 – Support Services

- Bus students are NOT exempt from this policy.
- Students may be excused from Homework Academy if the missing assignment is turned in to the appropriate teacher by noon of the assigned Homework Academy date and appears to be satisfactorily completed.
- Assignments that need made up for Homework Academy shall not interfere with current classroom work.
- The student will make a phone call by noon of the Homework Academy assignment date to confirm attendance or release from that day's Academy.
- If the missing assignment is appropriately completed during Homework Academy and handed in, the student will be dismissed from Homework Academy early.
- Failure to attend Homework Academy will result in assignment to the next day's Academy if the assignment has not been turned in. A 30-minute, after-school detention will also be served.
- Additional failures to attend Homework Academy will move the student along the discipline schedule found in the Student Handbook.

At the discretion of the classroom teacher, the final grade for late assignments will be reduced by 10% per day.

### **Section 4      Withdrawal from School**

When a student withdraws from school, he/she must contact the office regarding the withdrawal. All textbooks and other materials belonging to the school must be checked in prior to withdrawal. Records will be sent to a new school upon proper request.

### **Section 5      Change of Residence**

If you change your address or your telephone number, please report this fact to the office at once. If you move to another city or if you transfer to another school, you must obtain a withdrawal form from the office. This form must be signed by each of your teachers, your counselor, the librarian, and the office. All textbooks and other materials belonging to the school must be checked in before you will be given a transfer slip for admission to the new school. Your record will be sent to your new school upon request of the Principal of the school you will be attending.

### **Section 6      Health Services and Guidelines**

#### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

#### Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. **In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school.** A consent form is available at the school health office. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the office to develop a self-management plan.

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Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. **All prescription medications also require a physician’s authorization to be given at school.** The school may limit medications to those set forth in the Physician’s Desk Reference (PDR).

### Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician’s assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available. Additional physical examination requirements exist for students participating in athletic participation.

### Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit.

Unimmunized students may be excluded from school in the event of a disease outbreak.

### Communicable Diseases

We ask your cooperation in the prevention and control of communicable diseases. Obviously a student with a communicable disease at the stage where it may be contagious to others should not be in school. The following signs and symptoms should be looked on with suspicion before sending him/her to school: fever (flushed face), sore throat, red watery eyes, nasal discharge, cough, sneezing, headache, earache, nausea and vomiting, rash, pain anywhere in the body. We ask that you keep your student home if you observe any of these symptoms. If it should be a contagious disease, he/she will have protected his/her classmates by not coming to school, and will have been protected by not taking the chance of being exposed to something else in his/her condition of lowered resistance.

We are interested in the welfare of the student who has the disease and we are also interested in preventing the spread of disease. The Nebraska Department of Health recommends the following:

### **DISEASE EXCLUSION FROM SCHOOL**

Measles (Rubeola)	May return to school in a minimum of 4 days after appearance of rash.
German Measles (Rubella)	May return to school in a minimum of 4 days after appearance of rash
Mumps	May return to school after a minimum of 9 days, or after swelling has subsided.
Chicken Pox	May return to school after a minimum of 6 days after onset of skin

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	eruption.
Diphtheria	Must have doctor's written permit to return to school.
Influenza	Excluded for duration of illness.
Strep Infection	Excluded until no fever and under treatment for 24 hrs. (Scarlet Fever, Scarletina, Strep Throat)
Pinworm	Excluded until treated as documented by a physician.
Pinkeye	To be excluded for a minimum of 24 hours, may be readmitted following treatment by a physician, and when eyes have cleared.

**SKIN AND SCALP CONDITIONS**

Impetigo	To be excluded upon recognition by teacher or nurse. May be readmitted following treatment by physician.
Ringworm	To be excluded upon recognition by teacher or nurse. May be readmitted following treatment with over the counter medication (Tinactin) and with affected area covered with dressing, until treated for 2 days.
Head Lice	To be excluded upon recognition by teacher or nurse. The student will be excluded from school until all nits are removed.
Scabies	To be excluded upon recognition by teacher or nurse. May be readmitted 24 hours after treatment by physician.

If a written permit from the doctor indicates that it is satisfactory to return to school prior to the number of days listed, the school shall honor this request.

School staff members will adhere to Infection Control Procedures regarding precautions against transmission of disease for all students and faculty.

Birth Certificate Requirements

State law requires that a certified copy of a student’s birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy 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.

**Section 7      Transportation Services**

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be transported on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses. **Students, other than those regularly assigned to a specific bus, will not be allowed to ride the bus after school unless permission is obtained from the administration. Permission may be obtained if prior written or verbal notification is provided to the office by the**

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**parents of the involved students.** The buses will not leave their normal route to pick up or drop off students.

**Behavior on School Buses**

**I. General Conduct Rules Apply:** While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

**II. Special Conduct Rules for Riding School Buses.**

**A. Rules for Getting On and Off the Bus**

1. Be on time to be picked up. As a general rule, get to your bus stop five minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least 5 feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

**B. Rules on the Bus**

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your assigned seat facing forward and remain seated at all times. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language. There is to be complete silence at railroad crossings.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
9. Do not damage the school bus.

**III. Getting the Driver's Assistance:** If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

**Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

**Section 8 Complaint Procedures**

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as

## Article 5 – Support Services

illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

### 1. Complaint procedure

Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.

Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.

Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.

Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

### 2. Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

## Article 6 – Drugs, Alcohol, Tobacco

### **Section 1 Drug-Free Schools.**

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

### **Section 2 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco.**

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

#### Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Any student in the Mead Public Schools who is determined to be in violation of school policy, relating to the possession, use, or sale of alcohol, tobacco, controlled substances, or "look-alikes," on school property, at school sanctioned activities, or when being transported in vehicles dispatched by the school district shall be disciplined according to the following guidelines:

#### **A) Disciplinary Actions for Use/Possession of Tobacco Products:**

1. **First Offense:** The student will be assigned a Saturday Adjustment Class.

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2. **Second Offense:** The student will be assigned two days of SAC.

3. **Third Offense:** The student will be placed on five-day out-of-school suspension, pending a recommendation for expulsion for the remainder of the current semester.

### **B) Disciplinary Actions for Possession/Under the Influence:**

#### 1. **First Offense:**

a. The student shall be placed on a 19-day long out-of-school suspension, but shall be given the option of having the long-term suspension reduced to a 5-day in-school suspension providing he/she undergoes an evaluation for substance abuse and follows those recommendations made by a certified substance abuse evaluator. Any evaluation is at the expense of the student and/or parent/guardian.

b. If a student fails to follow treatment recommendations, he/she shall be required to complete the remainder of the 19-day out- of-school suspension.

c. Prior to readmission to school, the student along with his/her parents must meet with the Principal of the involved school.

d. The involved student shall be ineligible to participate in any co-curricular activities during the suspension and as dictated by the Mead Public Schools rules for activity participation.

#### 2. **Second Offense:**

The student will be placed on a 5-day out-of-school suspension pending a recommendation for expulsion for the remainder of the current semester.

### **C) Disciplinary Actions for Students Selling, Giving, or Exchanging:**

1. **First Offense:** The student will be placed on a 5-day out-of-school suspension pending a recommendation for expulsion for the remainder of the current semester.

2. **Second Offense** (which occurs while the student is enrolled at Mead Public Schools): The student will be placed on a 5-day out-of-school suspension pending a recommendation for expulsion for the remainder of the current semester.

### Intervention

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

### Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

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**Development of Uniform Discipline System.** It shall be the responsibility of the Superintendent, or his designee, 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. When a student is suspended or expelled, the student shall not be permitted on school grounds without specific administrator approval.

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 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.

### **Section 1 Purpose of Student Conduct Rules**

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

### **Section 2 Forms of School Discipline**

#### **A. 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:

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
2. Other violations of rules and standards of behavior adopted by the Mead Public School's 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.
3. The following process will apply to short-term suspension:
  - (a) The Principal or Principal's designee shall make a reasonable investigation of the facts and circumstances. Such short-term suspension shall 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.

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- (b) Prior to commencement of the short-term suspension, the student shall 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 shall 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 shall be given to the student, and the student's parent or guardian, to have a conference with the Principal or designee 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 shall attend the conference.

B. 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 is 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.

C. Expulsion:

1. **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.
2. **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

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immediately to prevent or substantially reduce the risk of (a) interference with the educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

3. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year in accordance with law.
4. **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.
5. **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.
6. **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, Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or 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 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.

D. Other Forms of Student Discipline. Administrative and teaching personnel may 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

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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.

### **Section 3 Student Conduct Expectations**

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.

#### **A. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment**

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 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 an 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. Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, 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

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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; or
12. 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 those students riding Mead Public Schools buses.
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:

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- 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.
18. 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.

#### **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.

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### Dress Code

The following dress code has been implemented by the Mead Board of Education to nurture a learning environment for students at Mead Public Schools that allow for individuality yet reflects dignity and respect for themselves, other students and the Mead Community. Good grooming and appearance are important. All students should take pride in their personal appearance. Any student whose appearance creates a distraction from the learning environment will be in violation of the dress code standard.

#### Specific Guidelines:

1. Students are to maintain cleanliness and good grooming of hair and person.
2. Shirts or blouses must cover the midriff, front and back, when sitting/standing at all times with no undergarments showing.
3. All tank tops must have a shoulder strap with a minimum 2” width. Clothing must also cover the area under the arm.
4. Unlined mesh, sheer or see-through attire is prohibited.
5. Low cut, halter, backless, spaghetti or otherwise revealing tops are not allowed.
6. Muscle-type shirts are prohibited.
7. All dresses/skirts are to reach mid-thigh or longer.
8. Clothes that are excessively ripped or torn are prohibited.
9. Pants or shorts are to be worn on the waist. Students who allow their pants to “sag” below the waist will be subject to disciplinary action. Repeated violations will result in a parent conference and consequences that could include Out of School Suspension or expulsion.
10. Biker shorts, jogging shorts, and swimwear is prohibited. Shorts must cover at least ¼ of the thigh.
11. Clothing that has words, statements or images relating to alcohol, drugs, tobacco, gangs, violent behavior, profanity, or anything sexually suggestive is prohibited.
12. Headwear including hats, bandannas, sweatbands, stocking caps, do-rags, scarves, and visors are prohibited.
13. Sunglasses are prohibited unless prescribed by a physician.
14. Clothing or clothing accessories (i.e. wallet chains, dog chains, spiked bracelets) that are disruptive to the learning environment or have potential use as a weapon are prohibited. These types of items will be confiscated.
15. The school has found the presence of body-piercing jewelry possesses the potential to be disruptive to the educational environment and could pose a health/safety risk. If the presence of jewelry poses a distraction or a health/safety risk for whatever reason, the student will be required to remove the jewelry while at school.
16. School Policy 5200 prohibits portable communication devices such as beepers/pagers, boom boxes, CD players, and handheld or cellular phones to be used in the school building during the school day. Laser lights are also prohibited due to possible distractions and potential injury to others. Other and all electronic devices such as laptop computers or cameras must be approved through the office.
17. Gym bags or book bags will not be allowed in classrooms. These items are to be stored in the student academic locker or in the designated storage area during the school day.

The school dress code will be in effect during school hours and school activities unless students are given permission by the Principal to wear something different. The final decision regarding attire and grooming will be made by the Principal or Superintendent. Students who violate the

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dress code standard will be asked to comply with the standard. They may be issued clothes that do comply, or change into something of their choice that complies.

On first offense of a dress code, a student may call home for proper apparel. If clothes cannot be brought to school, the student may be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes, unless given permission by their parent/guardian and the Principal. Continual violations of the dress code will result in 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.

Administrative regulations to this dress code policy may add additional items of prohibited dress, consistent with the general perimeters of this dress code policy provided by administration and will be posted in the administrative offices and student bulletin boards.

### Electronic Devices

- 1. 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. Students contacting or being contacted by parents via cell phone are still subject to consequences. Please use the office phone.
- 2. 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.
- 3. Possession and Use of Electronic Devices.**
  - (a) Students are not permitted to possess or use any electronic devices during class time or during passing 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.
  - (b) Students are permitted to possess and use electronic devices before school hours 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.
  - (c) 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 lap top computer for a class presentation).
  - (d) 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

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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).

### 4. Violations

- (a) Students shall not use electronic devices at any time or place for: (1) activities which disrupt the educational environment; (2) illegal activities in violation of state or federal laws or regulations; (3) unethical activities, such as cheating on assignments or tests; (4) immoral or pornographic activities; (5) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (6) 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.
- (b) 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.
- (c) **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 principal's designee. 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.
- (d) **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 principal's designee. The electronic device shall remain in the possession of the school administration until such time as the student comes to the school's main office and retrieves the electronic device.
- (e) **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 principal's designee, 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.
- (f) **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.

5. **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

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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.

### Harassment and Bullying Policy

One of the missions of Mead Public Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

### Student Internet Use

The Mead Public Schools allows its students to access the Internet for educational purposes. The responsible use of our networked computers is the overriding goal of this policy. The Internet can provide the students with access to the most recent research and up-to-date statistics, information, and opinions. However, the Internet can also provide the students access to less than desirable information. While it is in fact impossible to completely protect students from accidental exposure to inappropriate materials, it is important that the district have an acceptable use policy to provide guidelines for the use of this vital informational resource by its students. It is expected that students will conduct themselves according to the social and cultural norms of their community.

- 1) School use of Internet is under the direction/supervision of school staff, and students are obligated to use it appropriately. **The Internet is to be used for school-related activities and searches only. Because of danger of viruses, wireless laptop computers or communication devices will not be allowed on school property without permission from the school administration.**
- 2) Inappropriate use of the Internet is prohibited. Use of obscene or illegal materials, or indulging in activities in support of such activities is prohibited. Students should conduct

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themselves responsibly, ethically, and politely while on-line.

- 3) Students are to use e-mail only when authorized by the media specialist/network administrator. Personal email is prohibited as well as chat rooms.
- 4) Appropriate etiquette of Internet use includes:
  - respect for the rights of others
  - acceptance of responsibility to use the Internet for school assignments only
  - moderate information storage
  - printing of school-related information only
- 5) The Internet user accepts the Mead Public School's regulation and control of school-based Internet usage and consents to investigations, where necessary, relating to misuse of Internet access.
- 6) The student and parent will not hold the teacher, school, or district liable for any materials retrieved from the Internet.
- 7) Abuse of the acceptable use policy will lead to suspension and/or termination of the student's access to the Internet. Illegal and unacceptable activities are covered under the Conduct and Discipline section of the Student Handbook.
  - First offense:** student loses Internet privileges for the rest of the semester.
  - Second offense:** student loses Internet privileges for the rest of the school year.
  - Third offense:** student loses Internet privileges for the rest of his/her school career at Mead Public Schools.Students will start with full privileges each year unless they have committed three offenses during the prior year.
- 8) This agreement shall remain in effect as long as the student is enrolled in the Mead Public Schools or until terminated by either party by notification in writing. Mead Public Schools believes that the benefits of Internet access far outweigh the risks and that the key to safe Internet usage is based on education and example.

### Risks of MySpace, Facebook and other Social Networking:

The purpose of this message is to give our students information about the risks of using MySpace, Facebook, Xanga, and similar social networking sites. What you say now on MySpace may affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on MySpace.

### **Section 4 Reporting Student 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 will 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. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

## Article 7 – Student Conduct Rules

- (3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Mead Public Schools 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.

### Police Questioning of Student

It is the philosophy and belief of the administration at Mead Public Schools that the responsibility for dealing with student discipline violations rests with us. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school. However, when violations of state laws or city ordinances occur, or when students or parents refuse to work within the established policies of the district and school, or where security of persons or property appears to be in jeopardy, we will not hesitate to call the police and initiate arrest and prosecution proceedings. In the event the police desire to talk to a student during school time, the school shall make reasonable efforts to contact the student's parent/guardian before the interview, in order that one of such persons can be present if he/she desires.

## **Section 5 Corrective and Disciplinary Techniques**

These discipline guidelines will be followed for the 2009-2010 school year.

The following is representative of the types of corrective disciplinary measures available but is not all inclusive:

1. WARNING - Warnings may be verbal or written
2. LOSS OF PRIVILEGES - The student is restricted from participation in activities.
3. TASK - The student is required to perform a task, such as: write a report, pick up trash on grounds, etc.
4. COUNSELING - The student confers with the school counselor.
5. STUDENT CONFERENCE - A teacher or an administrator confers with the student.
6. PARENT CONFERENCE - A teacher or administrator solicits parent cooperation and support.
7. DETENTION - Students may be assigned to teacher detention or after school detention.
  - a. Teacher detention - Teachers may assign students A.M. and/or P.M. detention for minor disciplinary infractions. Before assigning students to detention, the student will be informed of the infraction and the time/date of detention.
  - b. After School Detention - Student is detained after school and assigned to a detention room. Students are allowed 24 hours to serve detention time. After school detention

## Article 7 – Student Conduct Rules

will run from 3:20 p.m. to 3:40 p.m.

### **Penalties for failure to attend (FTA) after school detention:**

1st FTA - 2 days loss of recesses

2nd FTA - 2 after school detentions

3rd FTA - 3 days after school detentions; make up detentions missed

4th FTA - Parent Conference; make up detentions missed

5th FTA - 2 days ISS

6th FTA - 3 days ISS

7th FTA - 5 days ISS

Additional FTA's may result in out-of-school suspension or recommendation for expulsion.

8. **IN-SCHOOL SUSPENSION** - Parents will be notified of in-school suspensions. A conference with the parent or guardian, which may include staff members, may be held for the suspension. The following are the in-school suspension rules:

1. The student will be confined to the study area provided in the office area.
2. The student will complete the assignments assigned by the teacher(s). The student will not be considered absent for the day, and all work must be satisfactorily completed to be released from the ISS. The students will receive full credit for work completed.
3. The student will not talk to other students or leave the room except in an emergency. If students need to go to the restroom, they need to get permission from a staff member in the office area.
4. If a student is caught sleeping, eating (other than noon hour), not doing their work, or any activity that is inappropriate to a suspension situation they may get another day of suspension, which could be an in-school or an out of school suspension.
5. The student will be excluded from school activities taking place during the days of suspension.
6. Students will be confined to the ISS during the lunch break. A regular school lunch will be brought to them if they purchase one, or they may bring a sack lunch.
7. After serving a total of 7 days of ISS, the student may be suspended from school for further infractions.

### **Classroom Management Levels**

0. Teacher utilizes an interaction or re-direction to try to correct the behavior. This may be a simple visual or verbal cue. Examples: proximity, opening book to correct page, eye contact, finger to lips.
1. Teacher directly asks student to change behavior, referring to Classroom Skills as necessary. Example: “Johnny, I understand that you have some exciting news to tell Jane, but right now I need you to work quietly. If you finish early, you may have a minute to talk with her then.”
2. If the behavior continues, the teacher then uses a verbal interaction and asks the student to stay after school for five minutes to discuss the behavior. The five minute detention will be used to teach and practice the lacking Classroom Skill. The Behavior Reflection Form may be utilized in the 5 minute detention. Example: “Johnny, because this is the second time I’ve asked you to be quiet, you will need to see me after school today for five minutes.”

## Article 7 – Student Conduct Rules

3. If the student has not changed the behavior, the teacher will assign an office detention. An office detention automatically results in the loss of recess/after school detention and is recorded on the student’s discipline log. The Discipline Notice is sent to and administered by the principal.
4. If the student had not improved his behavior, he or she is then referred to the office.

If a student corrects his or her behavior at Step 2, no consequences will be invoked. The names of students reaching Step 3, 4, or 5 will be recorded on a database. Once a student accumulates 10, 5 minute detentions, he or she will lose recess privileges. Once a student has served 5 recess detentions, he or she will serve after school detentions from 3:15 to 3:45.

### Discipline Levels

- Level 1:** Teacher and student resolve the problem. Teachers will use Classroom Skills guidelines to resolve minor issues. This corresponds to Step 1 of the Classroom Management Steps.
- Level 2:** 5 minute detention. Once a student reaches 10, 5 minute detentions in a semester, Level 2 behaviors will be considered chronic behavior and will result in Level 3 consequences.
- Level 3:** Office detention. When a Discipline Notice is sent to the office, the student will serve a recess detention. After 5 recess detentions, Level 3 behaviors will result in a 30-minute, after school detention. Bus riders will be given 48 hours to serve this detention, but are NOT exempt.
- Level 4:** Office referral. Students who disrupt the learning environment and reach level 4 of the Classroom Management Step will be sent to the office. Students will return to the classroom at the principal’s discretion and will make up the amount of time missed during recess or after school.

**Level 2, 3 & 4 referrals are the accumulation of all teachers, not just one individual teacher. The severity of the incident or the accumulations of several incidents may cause several steps to be bypassed. This decision is left to the discretion of the Principal**

The following is representative of the types of corrective disciplinary measures available but is not all inclusive:

#### 5 Minute Detention

These detentions are assigned by teachers and served after school. Teachers will use this time to discuss the inappropriate behavior with the student. The teacher and student may also discuss ways to improve the inappropriate behavior.

#### Office Detention

Office detentions are assigned by the principal. The first 5 of a semester will result in loss of recess and a meeting with the principal to discuss the inappropriate behavior with the student. The principal and student may also discuss ways to improve the inappropriate behavior. Recess time will be served in the office unless supervision is unavailable, in which case time will be served on the bench.

## Article 7 – Student Conduct Rules

### After School Detention Period Rules

1. Detention hall will be held in the classroom of the assigned teacher from 3:15 p.m. to 3:45 p.m.
2. If a student shows up late without approval, he/she will be requested to report the next two (2) school days for detention.
3. Detention will be used to work on academic work. If a student does not bring work, the student will be assigned the task of copying a section of the Student Handbook.
4. Students will be silent the entire 30 minutes.
5. Students will not be allowed to leave the detention hall without the permission of the monitor.
6. Failure to attend an assigned detention without approval of the Principal will automatically result in a double detention.
7. Failure to report for a double detention will result in reassigning the time missed plus movement to the next step in corrective discipline procedures.
8. Bus riders shall not be exempt from detention periods. They shall, however, be allowed one day to make arrangements for a ride home before they make-up their detention periods.

### Saturday Adjustment Class (SAC)

SAC may be used for disciplinary or attendance purposes. Student is assigned to a supervised study class on Saturday. Student attends regular classes during the week. Failure to follow SAC rules may lead to suspension, or expulsion. Additional regulations include but are not limited to the following:

1. SAC is held in the classroom of the assigned teacher from 8:00 - 11:00 a.m. No one is allowed in after 8:00 a.m.
2. Students must attend on the day assigned. If for some reason a student is unable to attend, pre-approved arrangements or a phone call prior to the scheduled absence to the designated school official for the SAC is required.
3. Students must bring school work/materials and work the entire time.
4. Students are not allowed to go to their lockers.
5. Students removed from SAC for any disciplinary infraction will lose credit for attendance and will be subject to further disciplinary action.
6. Transportation is not provided.

**Penalties for Failure To Attend (FTA) an assigned SAC:** Students who fail to attend SAC will not be allowed to participate in activities until the assigned SAC is made up.

1st FTA - 1-day school suspension - Make up SAC

2nd FTA - 2 days school suspension - Make up SAC

3rd FTA - 3 days school suspension - Make up SAC

Additional FTA's may result in recommendation for expulsion.

### **CONDUCT AND DISCIPLINE**

The infractions of school discipline listed below and on the following pages are grouped in categories according to the seriousness of the offense. The list has been drawn from past records and from known situations. It is not intended to cover all situations, and therefore, all types of infractions may not be included. Modifications will be made, if necessary, at the discretion of the building Principals. In all instances, interpretation is left to the individual Principal to modify penalties suggested whenever extenuating circumstances seem to be present in order that both the student and the educational interests are dealt with in a fair manner. **Any student placed on suspension or any student who is expelled, will not be allowed to attend any school activities on or off campus during the time of his/her suspension or expulsion.**

## Article 7 – Student Conduct Rules

### A) Acts of Misconduct: Group I - Misbehavior

Group I acts of misconduct include those student behaviors which interfere with the orderly educational process in the classroom. These include, but are not limited to such behavior as:

- being in restricted areas of building or grounds without permission
- littering school grounds or building
- improper care or deliberate damage to books or school property
- traffic or parking violations related to school rules
- inappropriate display of affection
- eating or drinking without permission
- failure to follow instructions of teachers and school staff
- out of classroom without permission
- inappropriate hallway behavior

**Penalties:** Disciplinary actions consistent with Group I infractions include but are not limited to:

- in-class interaction, re-direction, or disciplinary action
- 5 minute detention
- counselor/student conference
- administrator/student conference
- detention(s)
- logical consequences of the behavior

### B) Acts of Misconduct: Group II Discipline Infractions

Group II acts of misconduct include those student discipline infractions, which interfere with the orderly educational process in the school. These include, but are not limited to such behaviors as:

- any repeated or chronic misbehavior as defined in Group I
- damaging or destroying school property or property of others
- tampering with and/or misusing computer programs, equipment and/or student report cards, passes or any other school records
- disturbance of class, study hall, cafeteria, or any other school function
- defiance and/or display of disrespect of staff/personnel authority
- failure to abide by rules and regulations regarding field trips
- inciting conflict between others
- pushing or shoving another individual.

**Penalties:** Disciplinary actions consistent with Group II infractions include, but are not limited to:

- 5 minute detention
- office detention
- office referral
- loss of privileges
- parent conference
- disciplinary reassignment (short term)
- Saturday Adjustment Class
- suspension
- home-based instruction

## Article 7 – Student Conduct Rules

### **C) Acts of Misconduct: Group III - Disruptive Behavior**

Group III acts of misconduct include those student behaviors which seriously disrupt the orderly educational process in the classroom and/or the school. These include, but are not limited to, such behaviors as:

- any chronic disciplinary infraction as defined in Group II
- gambling which is defined as participating in games of chance for money and/or other things of value
- stealing which is defined as the act of taking and carrying away the personal property of another without the consent of the owner, including school property
- slander and/or defamation of character
- verbal assault or verbal/written threats
- use of profane, obscene, immoral or offensive language and/or gestures
- display of nude or obscene pictures or being in possession of adult literature or magazines
- persisting in serious acts of disobedience or disorderly behavior which may prove detrimental to the school, harmful to health and safety, and inhibiting the rights of others
- possession of fireworks
- harassment of students or school employees
- any type of interference with the educational process and/or the operation of school or interference with any school personnel's responsibilities and duties.

**Penalties:** Disciplinary actions consistent with Group III infractions include, but are not limited to:

- 5 minute detention
- office detention
- office referral
- notification of parents
- administrator/student/parent conference
- disciplinary reassignment (short term)
- restitution or restoration, as applicable
- home-based instruction (six days or less)
- suspension
- Saturday Adjustment Class (SAC)
- referral to legal authorities/law enforcement agencies
- disciplinary reassignment (long term)
- expulsion

### **D) Acts of Misconduct: Group IV - Serious Discipline Infraction**

Group IV acts of misconduct include those serious misbehaviors which threaten to impair the educational efficiency of the school, seriously disrupt the orderly educational process in the classroom and/or the school, and for which there are no reasonable alternative discipline management techniques other than those specified. Included, but not limited to, are such behaviors as:

- any chronic disciplinary infraction as defined in Group III
- arson which is defined as the willful or malicious burning of a building or its contents and/or the personal property of others
- fighting which is defined as a physical conflict between two or more students that

## Article 7 – Student Conduct Rules

involves striking another student

- attempted assault which is defined as an offer or attempt to do bodily harm to another without physical contact. This includes threats and verbal assaults.
- assault and battery which is defined as a physical contact with another without that person's consent
- aggravated assault which is defined as assault with a deadly weapon
- robbery which is defined as the taking of personal property in the possession of another against his/her will, accomplished by means of force or fear
- burglary of a District Seventy Two facility
- sex violations that are defined to include offenses against chastity, common decency, morals, sexual harassment and the like, indecent exposure is included here
- extortion which is defined as obtaining money or information from another by coercion or intimidation
- vandalism, which is defined as the willful or malicious destruction of school property or the property of others.
- any assault or battery on school district personnel (expulsion)
- Possession, use, and/or concealment of a weapon. A weapon is any instrument, which may produce bodily harm or death. Weapons include, but are not limited to, any knife, firearm, air gun, screwdriver, home-made weapon, fireworks, throwing instrument, firearm ammunition, or any other device which may produce bodily harm or death.
- Possession, and/or use of narcotics, dangerous drugs, or alcohol as outlined in Board Policy.
- Prohibited items are not allowed on school premises including vehicles in parking lots, city streets, private parking lots, or other areas not so designated while in attendance at school or school sponsored functions.

**Penalties:** Disciplinary actions consistent with Group IV infractions include, but are not limited to:

- office referral
- notification of parents
- referral to the legal authorities for legal action as appropriate
- disciplinary reassignment (short term)
- disciplinary reassignment (long term)
- suspension
- home-based instruction
- Saturday Adjustment Class
- expulsion
- restitution or restoration, as applicable

## Article 8 - Co-curricular Activities

### Section 1

#### Section 1 Sportsmanship at Athletic Events

##### Students should:

1. respect, co-operate, and respond enthusiastically to cheerleaders.
2. censure fellow students whose behavior is inappropriate.
3. respect the property of the school and the authority of the school officials.
4. show respect for an injured player when removed from the contest.
5. not applaud errors by opponents or penalties inflicted upon them.
6. not heckle, jeer, or distract members of the opposing team.
7. never criticize the players or coaches for the loss of a game.
8. avoid vulgar language and obnoxious behavior.
9. conduct themselves in such a manner that attention is drawn not to the spectator section but to the participants playing the game.

**In summary, REGULATE your actions at all times so that you will be a credit to the team you support, knowing the school gets praise or blame for your conduct since you represent your school the same as does the athlete.**

All student spectators should adhere to the following expectations:

1. No standing or running onto the floor or field during or after the games.
2. Signs, banners, laser lights and noisemakers are not permitted.
3. No smoking at any school activity at home or away.
4. Only bottled pop permitted in the gym. We will not allow any outside liquids to be brought into the games.
5. No obscene or vulgar behavior will be permitted. Cheer as loudly as you wish, but keep the cheers positive.

School officials reserve the right to remove any students from the premises who conduct themselves in a manner inconsistent with the above expectations. Officials also reserve the right to exempt students from future school activities.

#### Section 2 Student Fees Policy

The Board of Education of the Mead Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children, which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject

#### Article 8 – Co-Curricular Activities

to further interpretation or guidance by administrative or Board regulations, which may be adopted from time to time. The Policy includes Appendix “1” which provides further specifics of student fees and materials required of students for the 2003-2004 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

## Article 9 - State and Federal Programs

### Section 1 Notice of Nondiscrimination

The Mead Public Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs or activities, treatment, or employment.

### Section 2 Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

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	Athletic Director and School Counselor
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

The Coordinators may be contacted at: Mead Public Schools, 115 N. Elm, Mead, NE 68041; 402 624-6465.

### Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination. The Mead Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

#### Preventing Harassment and Discrimination of Students.

Purpose: Mead Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Mead Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

## Article 9 – State and Federal Programs

- (a) In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- (b) Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- (c) Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment.
  - (1) Sexual harassment exists when:
    - (i) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
    - (ii) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
    - (iii) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.
  - (2) Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.
- (d) An employer may also be held responsible for continuing harassment of employees or students by non-employees in the workplace, classroom, or educational environment if the problem is reported to a supervisor or manager and no corrective action is taken.

### Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Mead Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including

## Article 9 – State and Federal Programs

discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

### **Section 4      Multicultural Policy**

The philosophy of the District’s multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

### **Section 5      Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child’s identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child’s identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

## Article 9 – State and Federal Programs

### **Section 6 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.

## Article 9 – State and Federal Programs

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 7 Notice Concerning Staff Qualifications**

The No Child Left Behind Act gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the District will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of

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discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

### **Section 8 Student Privacy Protection Policy**

It is the policy of Mead Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. Parents shall have the right to inspect surveys administered to their students, and parents have the right to opt-out of surveys containing matters deemed to be sensitive.

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that

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information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

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The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

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).

### **Section 9 Parental Involvement Policies**

Mead Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District’s policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

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### **Section 10 Breakfast and Lunch Programs**

The District 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 District provides the United States Department of Agriculture's required nondiscrimination statement:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution 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, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

The following information will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

### **Section 11 Child Abuse**

Teachers are required by law to report any suspected case of child abuse or neglect to the office. Abuse or neglect can be placing the child in a situation that endangers his/her life or physical or mental health, cruel confinement or punishment, deprivation of food clothing, shelter, care, sexual abuse, or being left unattended.

## Notes