

# *Alma Public Schools*



*Elementary Student  
Handbook  
2017-2018*

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## GENERAL INFORMATION

### From the Administration

WELCOME to Alma Public Schools. It is the sincere wish of all staff members to make the 2017-2018-school term as successful and enjoyable as possible.

This handbook has been revised and approved by the Administration and the Board of Education and is intended to be a guide to the rules, regulations, and general information about Alma Public Schools. As per Board Policy #5011, the rules, procedures, and practices adopted in the Parent-Student Handbook shall have the effect of Board Policy. **These are but a selected few -- read them carefully. They will help answer some of your questions. No handbook can ever be all-inclusive; therefore, the administration reserves the right to act within the general intent of the handbook and make changes when deemed necessary by the school administration.**

Included in this handbook is a copy of the Alma Public School Policy - Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as Part of Any of the Schools' Activities. This notice is being provided to you in compliance with P. L. 101-226 and 34 C.F.R. Part 86, both Federal legal requirements for the district to obtain any Federal financial assistance. Policy Concerning Internet use by students, and FERPA is also included. Please sign the Illness or Injury Procedure Consent and Handbook Sign - off Sheet, the Acknowledgment Receipt, and the Internet Policy acknowledgment and return them to the school.

The balance between a high-quality program and positive behavior by students insures an effective learning environment for all. The maintenance of a good learning atmosphere depends upon a sustained and cooperative effort on the part of students, parents/guardians, teachers, and administrators.

We are looking forward to another exciting new year. Our wish for each of you is for an awesome year. Apply yourself in your school work - do your very best, however, don't forget to have fun.

If you have any questions, don't hesitate to ask. Stop by the office and we will try to help you.

Again, **WELCOME back to school.**

Jon Davis, Superintendent

Galen Kronhofman, Principal

### Mission Statement

The following is the mission statement and governing values as adopted by the Board of Education and are used as guidelines to develop policies for the Alma Public Schools.

#### **WE BELIEVE:**

1. All students have value and a right to quality education within an environment of respect and compassion.
2. Our school will provide a disciplined environment in which to encourage the development of vision, determination, perseverance, and accomplishment.

#### **MISSION STATEMENT:**

The Alma Public School in partnership with family and community will provide a safe environment where students prepare to become responsible and productive citizens.

**IN THE OPERATION OF ALMA PUBLIC SCHOOLS, NO ONE WILL BE DISCRIMINATED ON THE BASIS OF SEX, DISABILITY, RACE, COLOR, RELIGION, VETERAN STATUS, NATIONAL OR ETHNIC ORIGIN, MARITAL STATUS, PREGNANCY, CHILDBIRTH OR RELATED MEDICAL CONDITION, AGE OR OTHER PROTECTED STATUS IN ITS PROGRAMS AND ACTIVITIES AND PROVIDES EQUAL ACCESS TO THE BOY SCOUTS AND OTHER DESIGNATED YOUTH GROUPS. IF YOU BELIEVE YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT JON DAVIS, SUPTERINTENDENT, ALMA PUBLIC SCHOOLS. PHONE: 308-928-2131.**

## Board of Education, Administration, Faculty & Staff

### 1. School Board Members

Allen Brugh, President	Jerry Kovarik
Lori Tripe, Vice-President	Brett Hammond
Janna Tripe, Treasurer	Scott Prickett

### 2. Faculty Members

Jon Davis - Superintendent	Laurie Kermmoade - Bio., Chem., Science
Galen Kronhofman - Principal, AD	Annette Lowe - Third Grade
Brittney Biskup- Guidance	Sally Lukas – Title I Math
Katrina Blank - Kindergarten	Chris Mahalek- Am. Government, Soc. Studies
Mike Brummer - K-12 PE	Ashley Nelson – Second Grade
Jenna Christensen – First Grade	Karen Olson - First Grade
Nora Christensen - Sixth Grade	Amanda Pfeil - Algebra, Trig, Math
Kinsi Coleman - History, Soc. St.	Mary Jo Radil - Second Grade
Krista Cox - English, Newsletter	Dale Ritter - Music, Band
Marcus Ehrke - K-12 PE	Kim Ritter - K-12 Art
Margaret Ehrke- Title 1 Reading	Ben Robison - Agri. / Ind. Arts
Ben Ellis - Fourth Grade	Dawn Schemper - Tech. Coordinator
Jesus Felix - Secondary Resource	Mary Schluntz- FCS, Media
Isaac Frecks - Business, Computer	Lynse Schmidt - School Psychologist
Michelle Fritz - Elementary Music	Alex Schoneman – Am. History, Soc. Studies
Jana Hammond - Elem. Resource	Amanda Siebels - Kindergarten
Shennon Helms - Spanish, French	Debra Smolik - Science, Physics
Alissa Hoxmeier – Sixth Grade	Courtney Stottler - English, Speech/ Drama
Jessica Howsden - Elementary Resource	Marty Wolfe - Fifth Grade
Brendan Johnsen - Geometry, Math	

### 3. Teacher Aides

Chris Albin	McKenna Howard
Corinne Bell	KeriLeigh Shriver
Alece Crooker	Melissa Simonson (School Nurse)
Shelbea Ehrke	Tammy Wells
Diane Fries	Cassandra Miller

### 4. Other Staff Members

Dianna Melton – Bookkeeper, Board Secretary	Rick Walker – Night Supervisor Custodian
Judy Dietz – Receptionist, Secretary	Cindy King -- Custodian
Melanie Fischer – Records Clerk, Secretary	Kathy Whetstine – Head Cook
Bruce Ring - Head Custodian	Amanda Dunse -- Kitchen
Jeff Lynch – Assistant Head Custodian	

### 5. Bus Drivers

Michael Bell	Cliff Jorgensen	Bruce Ring	Steve Pool
Doc Fleischmann	Rick Walker	Jeff Wilhelm	

### **School Time**

Regular school hours will be from 8:00 to 3:35. Activity Day dismissal time is 2:01. Students are not to be in the hallway before 8:00 A.M. and should remain in the gym area unless they need to see a teacher. At the 8:00 A.M. bell, the students need to go to their classroom. On a 10:00 A.M. start students are not to be in hallway before 9:50 A.M. and should remain in the gym area until the 9:50 bell rings.

### **School Closing**

In case of bad weather, the school will make an announcement through the School's Message System. You can also call the schools announcement line at 928-2401 or listen to the radio for an announcement that school has been cancelled: KRVN – 880 AM or 93.1 FM, KQKY – 105.9 FM, KICX, KUVR – 1380 AM. Also, announcements will be made over television KHGI, Channel 13, KGIN, Channel 10-11, or KHAS, Channel 5. If a late opening is announced, please continue to monitor the media as conditions may worsen warranting a closing of school.

**Decisions to Close Schools / Late Start:** A decision to close school or have a late start is made when forecast by the weather service and school administrators believe that road travel will be difficult. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning. In the event the school is closed the school's message system will be used to notify students and school employees. The administration will notify the news media when inclement weather warrants such action.

**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 and 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 (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

### **Locking of the Doors**

For the safety of our students and staff, all outside doors except the east high school door will be locked after the start of the school day. The doors will remain locked throughout the day with the east high school door being the only one that is accessible for visitors, students and parents to enter. At the end of the day the commons and west elementary door will be unlocked for parents to pick up their children. We request that parents/guardians stay out of the classroom hallways until the 3:35 bell rings.

### **Board of Education Meeting**

A monthly meeting of the Alma Board of Education is held on the second Monday of each month. These meetings are generally held at 7:00 P.M. in the school library.

### **Item for Agenda**

A patron may place an item on the school board agenda by filing a written request with the superintendent at least one week prior to the regularly scheduled meeting. The written request should include the name, address and telephone number of the person making the request; the name of the organization or group represented, if any; a statement of action to be requested of the board and any pertinent background

### **Parental Concerns**

If you are dissatisfied with aspects of the school, it is expected that parents/guardians and patrons adhere to the following lines of communication to resolve any conflicts or potential problems:

1. Teacher/Coach
2. Athletic Director/Principal
3. Superintendent
4. School Board

Also, if you are pleased with some aspect of your child's education, please make a comment to the teacher or person responsible. With different types of feedback, the school can continually work to improve.

### **Fire Drill**

We have a fire alarm system that will be used in case of fire or fire drills. Fire drills will be held monthly. When the alarm is sounded, everyone will move rapidly and quietly to an exit assigned and posted in each classroom.

### **Tornado Drill / Evacuation, Lockdown Drill**

Tornado, evacuation, or lockdown drills will be practiced each year according to school policy. The school notification system will be activated to inform parents and guardians regarding where children may be picked up at school or at the evacuation site.

### **Lost and Found**

Throughout the school year students misplace many articles. It is impossible for the teachers to keep track of all the articles belonging to each student. Therefore, it becomes the responsibility of each individual.

Articles found should be turned in to the office of the Superintendent and inquiries as to the lost articles may be made there also. Each student will be responsible for the textbooks issued to him. If any of the books become lost, the student must pay the price for replacing them.

## **SCHOLASTIC INFORMATION**

### **GRADING SYSTEM**

A-93 to 100%      B-85 to 92%      C-77 to 84%      D-70 to 76%      F-Below 70

A grading system of (E) Excellent, (S) Satisfactory, and (U) Unsatisfactory may be used in some elementary levels. An intermediate student (4-6) failing in two major subjects will be considered for possible retention. A primary student (1-3) failing in reading will be considered for possible retention. Report cards are issued at the end of each nine-week period.

### **Academic Integrity**

Students are expected to abide by the standards of academic integrity established by their teachers and school administration and outlined in Board Policy # 5101. Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct. Sanctions may include but not limited to the following.

- The teacher will refuse to accept the student's work and assign a grade of "F" or zero for the work. The teacher may require the student to complete an additional assignment and will give the student a grade that they determine is appropriate for the work.
- Report to Parents/guardians and Administration.
- Additional Sanctions may be recommended by the Principal, including but not limited to suspension or expulsion.

### **Special Education Procedural Safeguards, Policies and Programs**

The Board of Education of this school district herein affirms that all procedural safeguards, policies and programs administered within the school district will be consistent with the Individuals with Disabilities Education Act and in accordance with the rules and regulations pertaining to special education as promulgated by the State Department of Education.

### **Individual Education Programs (IEP)**

The psychologist, the parents/guardians, the student, the teachers of that student, the guidance counselor and the school administration will determine the course of study for each student in Special Education. Each student in Special Education will be dealt with individually because each student has abilities unique to himself.

### **Title 1 - Remedial Reading & Math**

Title 1 is a government-funded program made available to schools throughout the U.S., which have a required number of low-income families in the district. This does not mean, however, that only low-income children may

attend Title 1. It is provided for all students in a school district who are in need of assistance in reading and/or math, in addition to their regular classroom instruction. Chapter 1 is not the same as Special Ed. (Resource), but rather is a completely separate program. Children in Resource have other special needs that are better served in that program. Very often a Chapter 1 student simply did not understand a concept or master a skill the first time it was presented, and simply needs more review and drill to help him or her attain grade level achievement. The goal of Title 1 is to help students improve their weak areas in reading and/or math so they can catch up to grade level and thereby function comfortable in the classroom. Qualification for Title I is determined in the spring for the following school year based on two criteria. The first is the annual achievement test and the second is a teacher-selected criterion.

### **Permanent Records**

A permanent record for each student is maintained in the school office. The record includes such items as personal data, family data, health records, scholastic records, activity records, test data, etc. Any student, his parents or guardians may have access to the student's permanent record. These records are kept to facilitate the possible transfer of students to other schools.

## **ATTENDANCE, TARDINESS, & ILLNESS**

### **Attendance Policy and Student Absences**

The Board of Education believes it is the shared responsibility of the parent or guardian, the student and the school to establish and maintain desirable habits of punctuality and attendance. Parents/guardians cannot excuse students from school. They can only give the reason for the absence. The authority to determine whether an absence is excused or unexcused rests with the administration. Nebraska State Statute requires that students who are excessively absent to be reported to the County Attorney. State Statute also permits peace officers to return truant students back to school.

When a student is absent from school for a day or any part of a day, the parent should phone the school office (929-2131) by 9:00 a.m. This procedure will help insure that your child reaches school safely and will be sufficient notification for the school's absence records.

Should no such contact be established on the day of the absence by 10:00 a.m., local law enforcement may be contacted. Upon returning to school, those students whose parents/guardians have not called regarding their absence should present a written excuse to the office. Any student returning to school without a written excuse or previous phone contact from the parents/guardians/guardian will be asked to call their parent/guardian for verification of their absences.

Upon returning to school, those students whose parents have not called regarding their absence should present a written excuse to their classroom teacher. Any student returning to school without a written excuse or previous phone contact from the parents/guardian will be asked to call their parent/guardian for verification of their absences.

### **Categories of Absences**

**Excused:** Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval. A note or phone call from home giving the reason for the absence, i.e.: family bereavement; doctor or dental appointments; illness; special religious observances; demonstration of exhibits at the State Fair; court appearances; family emergencies and other family activities, justified to the principal. The above examples are absences that are classified as excused with the proper information but will still count as an absence. **NOTE: Any time a student is not in school for a non-school related event it is counted as an absence.**

**Unexcused:** An absence that is not excused is unexcused. A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. §79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for truancies. Truancy is defined as; leaving school without checking out of the office, forged excuses or failure to bring a note from a parent/guardian giving the reason for absence after the student returns to school. Leaving school to attend AHS activities without getting a makeup slip the day before an



event and meeting the criteria as outlined in Tardiness and General policy statement. Students with unexcused absences will be expected to make up double the time they were absent. (Ex. 1hr absent = 2 hrs. make up time.) Parents/guardians will also be notified via a letter and/or a phone call when a student receives an unexcused absence.

**Special:** Participation in an Alma Public Schools activity is excused.

The total of all absences shall not exceed five (5) days per quarter or ten (10) days in a semester. Students who are absent 10 or more times a semester will be considered for possible retention. If parents and students feel there are extenuating circumstances causing the excess absence, they may appeal to the school's administration by contacting the school as soon as notice of excessive absenteeism is received.

Notices of "excessive absences" will be mailed to the parents/guardians after a student is determined to have excessive absences. If the student continues to be absent, one or more meetings will be scheduled between the student, a parent/guardian, a school administrator and/or school guidance counselor to attempt to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to: Illness related to physical or behavioral health of the child; Educational counseling, Educational evaluation; Referral to community agencies for economic services; Family or individual counseling; and Assisting the family in working with other community services. If these efforts do not improve regular attendance and the student has been absent more than twenty (20) days of school or the hourly equivalent, the school will notify the County Attorney the student as being habitually truant as per **Neb. Rev. Stat. §79-209**. Students may be referred to the County Attorney earlier in the process to address excessive absenteeism issues. Any information, including medical information relating to the excessive absences will be passed on to the County Attorney.

### **Tardies**

It is essential that students arrive at school on time and stay for the entire day. Valuable information may be missed if they arrive late or leave early. Students are to be in their classrooms at the start of the day are expected to remain the entire school day. Students who are absent from school for 1 hour or less will be reported as tardy. (Whether this is at the start, middle, or end of the day.) **EVERY THIRD TARDY WILL BE COUNTED AS 1/4 DAY ABSENCE.** Make up time may be assigned for excessive tardies.

### **Student Illnesses or Injuries**

A form is provided for you to give us information necessary in taking action whenever your child(ren) becomes ill or is injured while at school or at a school activity. Please complete this form and return to us within the first week of school. There should be at least two contact numbers for the school to call in case of an emergency or illness. If the school is unable to contact, you through your contact numbers the Harlan County Sheriff Department may be called for assistance in contacting you.

## **USE OF BUILDING AND GROUNDS**

### **Video/Audio Surveillance**

The Board of Education has authorized the use of video/audio cameras on School District property and school vehicles to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video/audio cameras will be used in locations as deemed appropriate by the administration.

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

### **Telephones**

Students should not use a school phone during school hours except in emergencies and then only with the permission of their teacher. Parents/guardians desiring to call their children during the school day should acquaint themselves with the child's schedule and make calls only when the student is not in class. A student will not be called to the telephone unless it is an emergency.

### **Use of Copy Machines/Printers**

Students may use the copy machine or computer printers for school related items only with permission. Students must present a pass from the classroom teacher giving them permission to copy materials. All personal items to be copied or printed will cost 10 cents per copy (front and back is 2 copies). Copying another student's class notes on the copier is considered personal items and will be assessed a cost of 10 cents per copy.

### **Visitors**

Visitors are asked to report to the Office upon arriving. Student visitors are discouraged. If you plan to have a student visitor, contact must be made with the principal and classroom teacher 24 hours prior to the visit. Visitors eating lunch at school will be expected to pay cash--federal regulations will not permit visitors to "borrow" from a student's lunch account.

### **School Property**

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

### **Leaving the Building at the Lunch Break**

Elementary students may not leave the building at lunch break. An administrator of the school must specifically approve any other exception.

### **Student Bicycles**

The use of bicycles during school hours is prohibited. This includes the lunch hour. Bicycles will be placed in the bike racks, at NW corner of the school building. Bicycles are to be left there until dismissal time in the afternoon.

### **Care of School Property by Students**

Except in cases of unavoidable accidents, students and/or their parents are liable for all damage they may do to school property and will be required to make restitution for damages incurred. This includes writing or carving on school desks, books, lockers, computers or any other school property.

### **Care of Personal Property by Students**

Students are encouraged to mark all personal property so that it can be identified if lost or stolen. This includes the marking of personal apparel such as coats, shoes, etc.

## **STUDENT RIGHTS, CONDUCT, RULES, AND REGULATIONS**

### **Student Discipline**

Good discipline in the school is extremely important to the school program. With good discipline the school can discharge its primary responsibility in the development of citizenship and students can realize their greatest opportunities for growth. In maintaining discipline, teachers must be able to proceed with the assurance that support will be forthcoming from the Superintendent and the School Board. Good discipline is usually positive rather than negative in nature. It consists of keeping students interested and involved in constructive activities rather than punishing them or doing things that are anti-social.

### **Respect and Respect in the Classroom**

Respect is the cornerstone of all our interactions and behaviors. We acknowledge the dignity and worth of one another and strive never to diminish another by our conduct or our attitudes. All students at Alma Public Schools are expected to respect the rights of students to learn and teachers to teach without disruption. Show respect at all times toward fellow students, teachers, other school staff and helpers by speaking courteously and cooperating with instructions.

Alma Public Schools' expectations for all students, is to respect others. Therefore, respect for authority is a given and we expect our students to respect the positions of teachers and staff at all times and in all situations. We will not tolerate disrespect and/or threats to other students or teachers and staff. A student removed from a class for unsatisfactory behavior will report to the principal's office.

On the **1<sup>st</sup> offense** the student and teacher will meet with the principal to discuss the incident and the consequences of being disrespectful. Detention may be assigned. On the **2<sup>nd</sup> offense** the student will make up 30 minutes' detention after school the same day with the teacher. The teacher will call the parent to inform them of the incident. On the **3<sup>rd</sup> offense** the student will receive a zero for the class that day and make up 30-minutes detention, but will not return to class until a meeting with the student, parent(s)/ guardian(s), teacher, and principal has occurred. On the **4<sup>th</sup> offense** the student will be given 1 day ISS and will be removed permanently from the class and will not receive credit for that the class for the remainder of the Semester. Depending on the severity of the disrespect, the administration may adjust the above procedure as necessary. If after any incidences, the student fails to serve a detention without approval from the administration the student will receive an ISS and will make up the time after school, the proceeding school day. If the student fails to show for the ISS and/or detention the student will face other disciplinary actions including OSS, expulsion, or assignment to the alternative school.

### **Insubordination**

Insubordination is the failure to respond appropriately to any reasonable request by a staff member or administrator. Failure to respond to a reasonable request will result in disciplinary action ranging from verbal reprimand to suspension or expulsion.

### **Profanity**

Profanity of any kind will not be tolerated. Students using profanity may be subject to a warning, detention, in-school-suspension and/or suspension depending on the severity of the profanity being used.

### **Computer Usage**

Use of district technology resources for productivity, communications, file-storage printing, Internet access and other general applications is a privilege. This privilege may be restricted by the school administration individually or by groups whenever they feel that the use of the computer is interfering with the educational process of the students. These resources are provided to students solely to support classroom-related instructional work at Alma Public School. Whenever and wherever students utilize these resources they are acknowledging their responsibility to take care of them and use them within the bounds of school rules and policies.

Students who use these resources carelessly or for non-school purposes may lose their privileges to use this technology including their school issued computers and may be subject to other consequences as well. Students should make no assumptions regarding privacy rights when using district technology resources. While it is the individual student's responsibility to work with technology resources responsibly and properly, district staff may at any time perform monitoring or inspection procedures in efforts to ensure appropriate and efficient use.

### **Student Detention**

Detention has been established to deal with student misconduct. Students who have misbehaved may be assigned to detention. Students will report to the teacher who issued the detention with something to work on or read by 3:35 on the day detention is assigned. Bus students will be given one day to make arrangements and will be expected to report to detention hall the next day. Being late, not having anything to work on, visiting with others, sleeping,

chewing gum, or having pop or candy in detention will result in being dismissed and doubling the detention study hall time. No student will leave the detention classroom for any reason after 3:35 until they have completed their time. Failure to appear for detention will result in detention time being doubled. Continued failure to appear will result in in-school suspension.

### **Hazing**

Any hazing of any student by any other student or as a part of an initiation to an organization is prohibited in any and all circumstances.

### **Bullying and Harassment of Students**

Bullying and/or harassment of any student are an unacceptable form of behavior and Alma Public Schools will not tolerate any form of it. Bullying and harassment is defined as but not limited to; an individual or group of individuals who are or feel threatened, abused or undermined by another individual or group of individuals. Bullying also means any ongoing pattern of physical, verbal, or electronic abuse (cyber bullying) on school grounds, or on school issued computers, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, school issued computers, or at school-sponsored activities or school-sponsored athletic events. Bullying can be expressed through physical, verbal, or intimidating behavior. A substantiated charge against a student in the school district shall subject that student to disciplinary action including, but not limited to, suspension, expulsion, or reporting it to the Harlan County Sheriff Department.

### **Sexual Harassment of Students**

It is the policy of the school district to maintain learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the school district staff or employee of the school district, to harass a student through conduct or communication of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined below.

### **Definitions**

Unwelcome sexual advances, request for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a school employee to a student or when made by any student to another student, constitutes sexual harassment when:

- (A) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- (B) Submission to or rejection of such conduct by an individual as used as the basis for academic decisions affecting that individual; or,
- (C) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to, the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcome touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

### **Procedures**

Any person who alleges sexual harassment by any employee of the district or another student in the district may use the district's complaint procedure or may complain directly to the superintendent of schools, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual status nor will it affect future employment, grades or work assignments.

The right to confidentiality, both of the complainant and the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this

conduct has occurred.

A substantiated charge against an employee of the school district shall subject the employee to disciplinary action, including, but not limited to, discharge. A substantiated charge against a student in a school district shall subject that student to disciplinary action including, but not limited to, suspension or expulsion.

### **Possession of Weapons**

Any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm or dangerous weapon on school grounds or school zones (including the streets surrounding the school), in a school owned vehicle being used for a school purpose, or at a school-sponsored activity or athletic event will be expelled from school for one calendar year. The administration or school board may modify the expulsion requirement on an individual basis.

#### **The term firearms means:**

- 1) 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
- 2) The frame or receiver of any such weapon
- 3) Any firearm muffler or firearm silencer
- 4) Any destructive device which includes: Bomb, Grenade, Rocket having a propellant charge of more than four ounces, Missile having an explosive or incendiary charge of more than one quarter ounce, Mine, and/or Device similar to any of the devices described in the preceding classes.

#### **The term dangerous weapons means:**

- 1) A dangerous weapon is defined as any Item that is ordinarily or generally considered a weapon
- 2) Any item that a student has intent of, or use to harm another individual or themselves.

### **Alcohol, Tobacco, Vapor Products, Use of Other Drugs, & Unlawful Acts**

The Alma School District recognizes that the use of tobacco, vapor products (e-cigarettes) or other alternative nicotine products or tobacco products look-alikes, alcohol and illegal drugs is a significant health and social problem. Student tobacco, tobacco products look-alikes, alcohol, and illegal drug use results in negative effects on behavior, learning, social and physical development. Because we believe that we have the obligation to address what we consider to be detrimental influences on student performance, achievement and development, the following substance abuse/unlawful act/activity participation policy was developed. It is a part of a total effort to discourage the use of tobacco, tobacco products look-alikes or alternatives, alcohol, other illegal drugs or prevent unlawful acts by the young people of our community. Unlawful acts are those such as theft, vandalism, and other crimes of similar severity.

The use of dogs to walk the school hallways, locker rooms, parking lot or other parts of the school grounds to determine the presence of illegal drugs will occur at any time during the school year and without prior notice to students or parents/guardians.

Any student of the elementary shall be subject to the penalties outlined below if it is determined that the student has violated the following student conduct policy: Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, tobacco products look-alikes or alternatives, narcotics, or any other form of mind-altering chemicals, or being under the influence of any of the above or possession of drug paraphernalia, or committing any unlawful act such as theft, vandalism, and other crimes of similar nature. Such determination shall be based on a witnessed violation, an admitted violation, or upon citation by law enforcement. Witnessed violations shall be reported by any school employee to the activities director, sponsor involved, or to the school's administration. School officials will also rely upon law enforcement official in determining violations and the punishment that will be assigned to the student.

**The following are some situations that will result in suspension:**

- (a) Any witnessing of a student involving the use, possession, selling or distribution of tobacco, tobacco products look-alikes or alternatives, alcohol, controlled substance, or any other form of mind-altering chemicals or drug paraphernalia by any member of the staff of Alma Public Schools.
- (b) Any confession by a student to a teacher, school administrator, or law enforcement officer involving the use, possession, selling or distribution of tobacco, tobacco like products or alternatives, alcohol, controlled substance, or any other form of mind-altering chemicals or drug paraphernalia or admitting to an unlawful act as described above.
- (c) **Any citation** by law involving the use, possession, selling or distribution of tobacco, tobacco products look-alikes or alternatives, alcohol, controlled substance, or any other form of mind-altering chemicals or drug paraphernalia or committing an unlawful act as described above

**Medication**

To be in compliance with State Law, Alma Public Schools must comply with rules concerning the dispensing of medication. The school will not dispense either prescription or over the counter medication to any student unless an Authorization for Administration of Medication Form is filled out and on file in the school office or in a classroom; prescription medication, in its original container detailing dosage and frequency to be taken, is brought and left in the office or a classroom to be dispensed: and over the counter medication WILL NOT be dispensed without an Authorization of Medication Form on file in the school office or a classroom and must be clearly marked. Over the counter medications such as aspirin or non-aspirin products will not be provided by the school. A daily Medication Log will be kept on file in the school office of a classroom recording the student, time administered, dosage, etc...

**Playground**

The recess period is important to the growth of the child. Children should play outdoors as much as possible. Use of the gym for recess will be limited to days that are not suitable for being outside since it does not provide a healthful environment that the out-of-doors does.

**Student Conduct on the Playground**

We want everyone to be able to have fun without getting hurt. Playground rules will be posted in every classroom and all students are expected to follow these rules or have playground privileges taken away for a period of time.

**Playground Rules**

1. No games involving physical contact will be permitted on the playground during the noon hour or recess. This includes dodge ball, war ball, and tackle football.
2. No throwing of any objects other than balls.
3. Students will respect playground equipment.
4. Students will not leave the playground without permission.
5. Students will not use profanity or foul language.
6. No hard baseballs, skateboards or scooters will be permitted.
7. No climbing over or crawling under fences.
8. No sharp objects such as knives are to be brought from home.
9. When students line up to return to the building they will be quiet before entering and in the halls.
10. The teacher or aide on duty will be respected and totally in charge on the playground.

**Student Dress Code**

The Board of Education endorses the concept that appropriate school attire is conducive to a learning atmosphere during the regular school day and all school related activities and functions. The responsibility for the appearance of students in the public schools of this district rests with the parents and the students themselves. Clothing should be clean, inoffensive and in good condition. For general health and well-being, please see that your child comes to school neat and clean. Apparel must comply with the health and safety codes and not interfere with the educational process.

Gang apparel shall not be worn on school grounds or at school activities. Gang apparel is defined to include clothing, jewelry or accessories generally associated with gangs including the anarchy symbol. Gang apparel includes sagging or excessively baggy pants that touch the floor, and/or excessively long belts that are worn down either leg. Tattoos of objects that are generally associated with gang symbols must be covered while the student is attending school. As examples of gang apparel changes, this policy will change accordingly and students and parents will be notified of any changes.

Students will not be permitted to mark themselves or others with pens or markers for any reason. Those doing so will be asked to wash the markings off. Continued violation of this rule will result in disciplinary action. Any question concerning appropriate apparel shall be handled on an individual basis by the immediate supervisor, teacher, or administrator. The school administration will have the final authority on banning any clothing or apparel that in the opinion of the administration interferes with school purposes from school and all school related activities and functions at A.P.S.

#### **Students (both male and female):**

- Are not to wear hats, bandannas, hoods of any clothing and scarves in the school building during the school day, Graduation, Honors Night, Athletic Banquet and school music and band programs.
- Clothing or Jewelry promoting alcohol, tobacco, drugs, sexual references, or which is of questionable taste is not to be worn during school hours and all school related activities and functions.
- Students may not wear winter coats, long overcoats, or other large coats during the school day. Light jackets and pullovers may be worn.
- Students may not wear clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or is excessively revealing such as short mini-skirts, short-shorts, tank tops, loosely fitting and low cut halter tops, mesh shirts (unless a T-shirt is worn underneath).
- The wearing of pants, jeans or shorts worn in a sagging fashion below the waistline or exposing underwear, or drag on the ground, or that are excessively tight is prohibited. One warning will be sufficient notice and repeat offenders will face disciplinary action.
- Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats) is prohibited.
- May not wear pajamas and/or slippers unless approved by the administration for special activities such as Homecoming or other school related activities.
- Shoes, boots, or sandals must be worn at all times.

#### **Rules Regarding Shorts/mini-skirts**

- 1) Shorts/mini-skirts will be to mid-thigh or longer
- 2) No Boxer or Biking shorts
- 3) No cut-offs (sweats or jeans)

#### **Strict rules will be enforced. Violations of these rules will result as follows.**

- 1) **First Offense** - One warning and student will be required to call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school-suspension for the remainder of the day.
- 2) **Continual violations** of the dress code will result in more stringent disciplinary actions, up to expulsion.

#### **Student Conduct on School Buses**

Student sponsored transportation is an extension of the classroom. Students are required to conduct themselves in a manner consistent with established standards for classroom behavior. Students who are unable to maintain appropriate behavior on the bus will lose their privilege to ride the bus to and from school. The Board of Education has authorized the use of video/audio cameras on School District vehicles to ensure the health, welfare and safety of all staff, students and visitors.

#### **Male/Female Relationships**

Students are expected to conduct themselves with decorum and respect for themselves and others in personal

relationships. Public demonstration of kissing, embracing, hand holding and other intimate contacts are embarrassing to others and show little respect for the reputation of the partner or friends involved. Students in violation of this rule may be referred to the office for disciplinary action.

### **Leaving the Building - Grades K - 6**

If a student leaves the building during school hours, he or she must have permission from their classroom teacher. They must also report to the office.

### **Search Policy**

School officials may search students, their property and the property of the district in order to insure compliance with statutes, policies and rules. Searches may be conducted when school officials determine there is reason to believe a search could disclose evidence of a violation of statutes, school rules or threatens the safety of others. School officials may also conduct area-wide searches on the same basis and for reasons that include, but are not limited to, safety, health, and discovery of a violation of a statute, policy, or rule. Private vehicles that have been driven to school by students are also subject to search by school officials, regardless of where the vehicle is parked, so long as the student is or has been on school property. Searches by school officials must be reasonable at their inception and reasonable in scope.

### **Lockers**

Upper elementary students maybe assigned lockers for their books, coats, PE shoes and other miscellaneous items. Students are not to be in any locker other than their own. Please respect other people's property, as you would want them to respect yours. DO NOT store or keep items of value or money in your locker. If you must bring money or valuables to school, you may check them into the office for safekeeping. Lockers are the property of the school and may be inspected at any time. Student lockers must be kept in a neat and orderly manner.

### **Book Bags, Coats, and Other Personal Items**

By bringing any personal belongings including book bags, coats, purses, gym bags and other like materials to school, the student and parents' consent to the search of these items when school officials have reasonable suspicion that such a search will reveal a violation of school rules, or threatens the safety of others.

### **Electronic Devices / Cell Phones**

Alma Public Schools strongly discourages students from brining 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. Electronic devices, include but are not limited to, cell phones, laptop computers, tablets, pagers, CD players, I-Pods, portable game consoles, cameras, or other like equipment.

These devices are strictly prohibited to possess or use any electronic devices during school hours except as otherwise provided by this policy. Students are not permitted to possess any electronic devices during any class period, when in the lunch room eating and/or bathrooms/locker rooms; including voice usage, digital imaging, or text messaging. Students are also forbidden to video, record or photograph any student or school employee without the permission of the individual being video or photographed or recorded or use authorized video, recordings, or photos in an inappropriate manner.

Students are permitted to possess and use electronic devices before school hours, at lunch time when the student is done eating and outside of the lunch room, during passing periods, class time when authorized by the teacher and/or administration and after school hours, provided that the student not commit any abusive use of the device. Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during school hours.

Students shall not use electronic devices for activities which disrupt the education environment, any illegal activities in violation of school policy, state or federal laws or regulations; unethical activities, such as cheating on assignments



or tests; immoral or pornographic activities; and any violations related to school policies and/or procedures relating to student conduct, harassment, or bullying; or activities which invade the privacy of others.

Depending on the severity of the violation the item may be confiscated and given to the administration where the student may pick the item up at the end of the day, the student's parents/guardians may be required to pick up the item, or other disciplinary action may be taken including detention, in-school, out-of-school and/or expulsion and the loss of the privilege to bring these items to school. **Students who violate this policy and refuse to give a teacher and/or an administrator their cell phone when requested may lose the privilege to bring their cell phone to school and will be subjected to other disciplinary action.**

It is also the policy of Alma Public schools that by bringing cell phones and other electronic devices onto school property, school owned vehicles, or to a school-sponsored activity or athletic event the student and parents/guardians consent to the search of that device for any and all messages and/or pictures including but not limited to text, Email, photos, and other such material when school officials have a reasonable suspicion that such a search will reveal a violation of school rules, state laws or that threatens the safety of others.

In addition, students are strictly prohibited to send, share, view, or possess pictures, text messages, e-mails, recordings, or other material of a sexual nature in electronic or any other form on a computer, cell phone, other electronic devices or printed material. Students violating this policy either by sending or receiving will be punished appropriately, parents/guardians will be notified, and the matter turned over to the Harlan County Sherriff Department.

#### **Insurance Program**

A group plan of pupil accident insurance shall be made available on a voluntary basis to every pupil registered in the schools of the district from kindergarten through grade six. This program is made available for your convenience.

#### **Parties**

There will be three classroom parties per year: Halloween, Christmas and Valentine's Day. In accordance with the School's Wellness Policy we are encouraging students and parents to bring healthy snacks to any class parties. Each teacher will plan his/her party. Invitations for private student parties at home may be handed out at school only if all students in the class are included.

#### **Checking Out Procedure**

Students must secure a checkout sheet from the office and must return all books, materials, school property, pay all fines, and have the signature of all teachers, librarians, district secretary, and principal before the student will be cleared to check out. Please begin this process 2-3 days before you are to leave the district to give yourself time to return all school properties and to clear up any outstanding debts to the school.

#### **Physical Examinations of Student**

The school district requires evidence of a physical examination by a qualified physician for every kindergarten student. Students transferring to the school district from out of state must also provide proof of physical examination. Such proof of physical examination must be provided to the school principal prior to admission to the school. Such physical examinations must have taken place within six months prior to the entrance of the student into the school system. Any parent who objects to such a physical examination because of religious or personal beliefs shall present these objections in writing to the proper school officials in lieu of the proof of physical examination.

#### **Pop, Milk and Juice Machines**

Elementary students will not have access to the pop, milk, or juice machines until after school.

#### **Pop, Food, Gum & Candy**

Students will not be permitted to have food or candy of any kind from outside of our school lunch program on school premises at any time unless special permission is granted for a special occasion. No drinks purchased outside of the

school building will be allowed in the building. Gum chewing during school hours will be left to the discretion of the individual teacher. When such action annoys others, or is causing any problems, it will be disposed of immediately. No suckers with sticks will be allowed because of the safety factor.

**Please use the sidewalks** - Do not cut across the lawns and use the crosswalks when going across the street.

**Student Behavior at School Activities** - During the football games, students will not be allowed to play in the end zones except in the designated areas. Students should remain seated in the gym during basketball and volleyball games. **No running in the hall.** Limit concession stand visits to quarter and half time breaks. Be considerate of other spectators.

### **Suspension from School:**

**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 intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, tobacco like products or alternatives, vapor products, 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. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.

9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law that constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or Internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - b. The knowing and intentional possession, use, or transmissions 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.

A student may be suspended or expelled from school for a period of up to one year. A complete copy of the Student Disciplinary Policy, which lists your rights and responsibilities, may be obtained from the office of the Superintendent of Schools. This policy is in compliance with State Statutes passed in, 1996.

## **STUDENT FEES POLICY**

The board of education 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. 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 students extending 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. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, etc.), students bringing their own or paying the reasonable cost of specialized equipment or supplies for their personal preference or personal retained benefit of the students (for example, band equipment, locker deposit or rental fees, shop class materials where the student keeps the product and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments etc.) and assisting with special programs, such as field trips, summer school, school dances and plays. The district's general policy is to continue to encourage and to require, to the extent permitted by law, 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. Parents, guardians and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

### **I. Definitions:**

- A. **Extracurricular Activities.** Student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district.
- B. **Postsecondary Education Costs.** Tuition and other fees associated with obtaining credit from a postsecondary education institution. For a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program pursuant to Neb. Rev. Stat. §§ 79-1106 to 79-1108.03, the course shall be offered without charge for tuition, transportation, books or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

### **II. Fees Authorized under Nebraska Law:**

- A. The board recognizes that under the Public Elementary and Secondary Student Fee Authorization Act, the district may charge students a fee or require students to provide or pay for the following:
  - B. Participation in extracurricular activities;
  - C. Admission fees and transportation charges for spectators attending extracurricular activities;
  - D. Postsecondary education costs;
  - E. Copies of student files or records pursuant to Neb. Rev. Stat § 79-2,104;
  - F. Materials for a course project if there are reasonable written guidelines and the project becomes the property of the student;
  - G. Minor personal or consumable items;
  - H. Nonspecialized attire within reasonable written guidelines;

- I. Musical instruments for optional courses that are not an extracurricular activity, subject to the district waiver policy;
- J. Specialized equipment or attire for music courses that are extracurricular activities, subject to the district waiver policy;
- K. Transportation pursuant to Neb. Rev. Stat. §§ 79-241 (option enrollment), 79-605 (non-resident) and 79-611 (4 mile);
- L. Reimbursement for property lost or damaged by the student;
- M. Before-and-after school or pre-kindergarten services offered pursuant to Neb. Rev. Stat. 79-1104;
- N. Summer school or night school; and
- O. Breakfast and lunch programs.

**III. Admission fees and transportation charges.**

The district may charge admission fees and transportation charges for spectators attending extracurricular activities. These fees and charges are subject to the district's fee waiver policy, see section XVII, below

**IV. Postsecondary education costs:**

Any postsecondary courses offered by the district shall be offered without charge for tuition, transportation, books or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

**V. Materials required for course projects:**

Students shall furnish or pay the reasonable cost of any materials required for course projects where reasonable written guidelines are provided and where, upon completion, the project becomes the property of the student.

**VI. Minor Personal or Consumable Items:** The district shall require students to furnish minor personal or consumable items for specified courses and activities, including, but not limited to, pencils, paper, pens, erasers, crayons, scissors, basic clothing, notebooks and similar personal or consumable items.

**VII. Nonspecialized attire required for specified courses and activities:**

- A. **Student provided:** Students have the responsibility to furnish and wear nonspecialized attire meeting general district grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear nonspecialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for program, course or activity and where those requirements are reasonably related to the course or activity.
- B. **District provided:** The district will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials, heat treatment, tempering or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations or other similar hazards. Building administrators shall assure that such equipment is available in the appropriate classes and areas of the school buildings. Teachers shall instruct students in the use of such devices and to assure that students use the devices as required. Students shall follow such instructions.

**VIII. Musical Instruments for Optional Courses:**

Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available for those students who would qualify for free or reduced price lunches under United States Department of Agriculture child nutrition programs. However, the district is not required to provide for the use of a particular type of musical instrument for any student.

**IX. Specialized Equipment or Attire for Extracurricular Music Activities:**

For music courses that are extracurricular activities, students may be required to provide specialized attire or specialized equipment, such as musical instruments, or to pay a reasonable usage cost for such attire or equipment. Payment of any fee under this section is subject to the district's fee waiver policy, see section XIV, below.

**X. Transportation fees:**

The district may charge fees for transportation pursuant to Neb. Rev. Stat. §§ 79-241 (option enrollment), 79-605 (non-resident) and 79-611 (4 mile) to the full extent permitted by federal and state laws and regulations.

**XI. Lost or Damaged Property:**

The district may charge a fee or fine for school district property lost or damaged by a student.

**XII. Public Hearing:**

Each year the school board shall hold a public hearing at a regular or special meeting of the board on a proposed student fee policy, following a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the prior school year. The student fee policy shall be adopted by a majority vote

of the school board and shall be published in the student handbook. The board shall provide a copy of the student handbook to every student at no cost.

On or about July 10<sup>th</sup>, 2018 at 6:45 a meeting conducted by Alma Public Schools will take place in the Library at Alma Public Schools. The purpose of the meeting will be to provide an opportunity for parents and representatives of nonpublic schools to participate in the development of a plan for providing special education services to children with disabilities who attend nonpublic schools and home schools which are within the Alma Public Schools district for the 2018-2018 school year. Parents of a home-schooled child or a child attending a nonpublic school who has been or may be identified with a disability and attend a nonpublic school within the boundaries of Alma Public Schools are urged to attend. If you have further questions pertaining to this meeting, please contact the Superintendent Office at Alma Public Schools at 308-928-2131.

**XIII. Student Fee Fund:**

The district hereby establishes a student fee fund. The student fee fund shall be comprised of all money collected from students from: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school, night school, or Internet based classes during the school year. No other money shall be deposited in the student fee fund, whether from other student fees or taxes. The money shall be expended for the purposes for which it was collected from the students.

**XIV. Summer School and Credit Recovery Classes:**

Students enrolling in summer school and/or credit recovery classes during the school year may be assessed a fee per course enrolled.

**XV. Breakfast and Lunch Program**

Following is the schedule of fees required for the breakfast and lunch program offered by the District. Full price meals – Elementary: Breakfast – \$1.60, Lunch \$2.40, milk .25 cents; Secondary: Breakfast - \$1.60, Lunch \$2.80; Reduced price meals – Elementary and Secondary: Breakfast - .30 cents, Lunch - .40 cents.

**USDA Civil Rights Non-Discrimination statement:**

""The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).""

**XVI. Fee Waiver Policy:**

Any fees to be charged or materials required to be provided for the following shall be waived for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs: (1) Participation in extracurricular activities; (2) Admission fees and transportation charges for spectators attending extracurricular activities; (3) Specialized equipment or specialized attire for participation in extracurricular activities; (4) Course Project Materials as provided in Section V above; (5) Musical instruments both for participation in optional music courses that are not extracurricular activities and for participation in extracurricular activities. Participation in a child nutrition program is not required to qualify for the waiver described in this section.

**XVII. Severability Clause:**

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

## **FERPA RIGHTS**

### **Notification of Rights under FERPA for Elementary and Secondary Institutions**

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 educational records. They are:

1. The right to inspect and review the student's educational 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. 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, instruction, 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. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirement of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U. S. Department of Education  
600 Independence Avenue, S. W.  
Washington, D.C. 20202-4605**

The Family Educational Rights and Privacy Act allow the release of certain directory information to those who request it. Directory information includes the following information relating to a student: The students' name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Parents, or students over the age 18, have the right to refuse to permit the designation of any or all categories of directory information be released if Alma Public Schools is notified in writing by September 1, 2017 that such personally identifiable information is not to be designated as directory information with respect to that student.

In addition, unless otherwise notified in writing by a parent and/or guardian by September 1<sup>st</sup>, 2017 Alma Public School District is authorized to display the product of the student's school-related academic, athletic, musical and/or work product as outlined in the Parental authorization and release Form to Display Student Work. Consent and agree that the student being photographed, video taped, audio taped, or recorded by any other means while participating in Alma school activities and contests, waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings. In addition, unless otherwise notified in writing by a parent and/or guardian by September 1<sup>st</sup>, 2017 Alma Public School District is authorized to use an automated phone call system to notify parents and/or guardians of school related information including but not limited to school closings, low lunch balances, student progress reports, attendance and/or tardies issues, report card information, and other items of interest.

#### **STANDARDS OF STUDENT CONDUCT PERTAINING TO THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS OR ALCOHOL ON SCHOOL PREMISES OR AS PART OF ANY OF THE SCHOOL'S ACTIVITIES**

It shall be the policy of the School District in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities. This shall include such unlawful possession, use or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

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

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

**2017-2018**

**ACKNOWLEDGMENT OF RECEIPT**

"This receipt shall serve to demonstrate that you as parent or guardian of a student attending Harlan County School District No. 2 have received notice of the standards of conduct of this district expectations of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of any of the school's activities as described in Board Policy or administrative regulation. This notice is being provided to you pursuant to P. L. 101-226 and 34 C.F.R. Part 86, both Federal Legal requirements for the district to obtain any Federal Financial Assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of the school's activities as hereinabove described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any such student. **\*\*You must sign the Acknowledgement of Receipt and Internet Use page included in the information packet and return it to the school by August 18<sup>th</sup>.**

**2017-2018**

**Policy Concerning Internet Use by Students**

It shall be the policy of Alma Public School District No. 30 to provide educative and curriculum related opportunities to the students of the district by providing telecomputing services by (Internet) to the students of the district. The district, by adopting this policy recognizes that access to the Internet, data available through the Internet and the placing of data onto the Internet may be technically difficult to monitor and control. It shall, in recognition of the educative and curricular benefits of, Internet, be the policy of this district to revoke the privilege of any user who misuses the Internet **BY** engaging in activities not related to the educative purposes or to the curricular offerings of the district.

User access will be prohibited and revoked as to any person who uses the Internet for activities such as, but not limited to, receiving or inputting pornographic materials, promoting violence, engaging in racial, gender or other slurs, receiving or transmitting information pertaining to dangerous instrumentalities such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices, for engaging in uses of a defamatory nature, for personal attacks on or "flaming" of another, for engaging in non-educative or non-curricular related conversations, including chat rooms, and for accessing or inputting items of a strictly entertaining or recreational nature not related to the educative purposes or the curriculum of this district.

Additionally, to the extent that it can be reasonably determined by the administration what fees if any have been incurred by a person for non-authorized purposes, it shall be the policy of this district to seek reimbursement and full restitution from the student or his or her parent or guardian, for use of the Internet in a manner inconsistent with this policy.

It shall further be the policy of this district to provide a copy of this policy to each student user of the Internet and to his or her parent or guardian. I hereby acknowledge that I am aware of the Alma Public School's policy concerning use of the Internet.

**\*\*You must sign the Acknowledgement of Receipt and Internet Use page included in the information packet and return it to the school by August 18<sup>th</sup>.**