

**Anselmo-Merna**

**Student - Parent Handbook**

**2018-2019**



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**Anselmo-Merna Public Schools Parent-Student Handbook  
2018-2019**

**Foreword**

**Section 1 Intent of Handbook**

This handbook is intended for the use of students, parents and staff as a guide to the rules, regulations, and general information about Anselmo-Merna Public School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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

**Section 2 Members of the Board of Education**

<u>Name</u>	<u>Contact Information</u>
Alan Jacquot, Member	42850 Rd 805, Anselmo, NE 68813
Mark Christen, Vice President	201 N Chalmers St., Anselmo, NE 68813
Tom McMillan, Secretary	82295 Milburn Ave, Milburn, NE 68813
Sandy Priest, Member	220 South Price St. Merna, NE 68856
Jason Chandler, Treasurer	42945 Rd 812, Anselmo, NE 68813
Michelle Miller, President	42250 W Hwy 92, Merna, NE 68856

**Section 3**

**Administrative Staff**

<u>Name</u>	<u>Position</u>	<u>Contact Information</u>
Dr. Logan Lightfoot	Superintendent	308-643-2224, ext. 103
Carlie Wells	Principal	308-643-2224, ext. 105
J.D. Furrow	Activities Director	308-643-2224, ext. 133

## Section 4 Teaching Staff

<u>Name</u>	<u>Department</u>	<u>Grades</u>
DeAnna Baker	Pre-K-12th Chorus, 5th-12th Band	Elem & High School
Connie Chandler	Mathematics 7-12	High School
Cindy Coffman	Speech Pathologist	Elem & High School
Erica Crouch	English Language Arts 7-12	High School
Donna Downey	Resource K-12	Elem & High School
J.D. Furrow	Mathematics 9-12/Activities Director	High School
Amanda Gibbons	Fifth Grade	Elementary
Spencer Goodman	Fourth Grade	Elementary
Becki Griffith	Kindergarten	Elementary
Sandra Hardy	Math, English, 7th/8th Grade	High School
Katie Hoblyn	9-12 Business/K-12 Library/ Science 7	Elem & High School
Trent Kirchmann	Social Studies 7-12	High School
Bobbi Kirkpatrick	Resource 7-12	High School
Tina Larsen	Guidance/K-12 Teacher	Elem & High School
Thane Lewis	8-12 Science	High School
Laura Marshall	Third Grade	Elementary
Anne McCaslin	Sixth Grade	Elementary
Karen McGinn	Second Grade	Elementary
Chanc McIntosh	Health, P.E. K-12	Elem & High School
Molli Miller	Reading Specialist	Elementary
Traci Parr	Spanish	Elem & High School
Jason Reed	Industrial Arts 7-12	High School
Kara Reimers	Agricultural Science 7-12	High School
Jennifer Schmidt	Pre School & Jr. Kindergarten	Elementary
Tory Snyder	Art K-12, Journalism	Elem & High School
Carrie Thornton	First Grade	Elementary

## Section 5 Anselmo-Merna Support Staff

<u>Name</u>	<u>Department</u>
Kim Clay	Bus Driver
Cami Harbour	Bus Driver
Larry Harbour	Bus Driver
Molly Harbour	Bus Driver
Deb Keller	Bus Driver
Ron Knerl	Bus Driver/Grounds
Dan Smith	Bus Driver
Shirley Williams	Bus Driver
Joe Lamb	Transportation Director
Jamie Porter	Business Manager
Rhonda Sommer	Secretary
Dustin Eichelberger	Custodian
Riley Wiedeman	Custodian
Don Wamsley	Maintenance Director
Sheila Bacon	Para Educator
Jessica Bartak	Para Educator
Misti Diefenbaugh	Para Educator
Catherine Nelson	Para Educator
Rachele Spanel	Para Educator
KaDee Stewart	Para Educator

## Section 6 Anselmo-Merna School Calendar

### ANSELMO-MERNA PUBLIC SCHOOL 2018-2019 CALENDAR

August 9<sup>th</sup>—BOE “Welcome Back” Picnic (Time/Location TBA)

August 13<sup>th</sup>—Teacher In-Service/Workdays

August 14<sup>th</sup>--- Open House/Coyote Business Night (5:30-7:00)

August 15<sup>th</sup>—First Day of School/ 1:30 Dismissal

August 16<sup>th</sup> – 17<sup>th</sup> -- Regular School Day

September 3<sup>th</sup>—Labor Day—No School

September 19<sup>th</sup>—1:30 Dismissal—SIP Work

October 12<sup>th</sup>—End of the 1<sup>st</sup> Quarter— 42/44

October 17<sup>th</sup>—P/T Conferences (4:00-8:00)

October 18<sup>th</sup>—P/T Conferences (8:00-12:00)—No school for students

October 19<sup>th</sup>—Fall Holiday—No school for staff/students

November 7<sup>th</sup>—1:30 Dismissal—SIP Work

November 21<sup>st</sup>-23<sup>rd</sup>—Thanksgiving Holidays—No school

**December 5<sup>th</sup> —1:30 Dismissal—SIP Work**

December 20<sup>th</sup>- Semester exams: Regular Dismissal Updated

December 21<sup>st</sup> —Semester Exams—1:30 Dismissal

December 22<sup>nd</sup>—End of the 2<sup>nd</sup> quarter – 45/46

December 23<sup>rd</sup>-January 1<sup>st</sup> —Christmas Break

January 3<sup>rd</sup>—1<sup>st</sup> Day of 3<sup>rd</sup> Quarter/Students and Staff return to school

**January 16<sup>th</sup>--- 1:30 Dismissal---SIP Work**

February 6<sup>th</sup>—1:30 Dismissal—SIP Work

February 15<sup>th</sup>- No School

March 1<sup>st</sup>—End of the 3<sup>rd</sup> Quarter— 41/41

March 6<sup>th</sup>— Student led Conference Elementary -P/T Conferences (4:00-8:00)

March 7<sup>th</sup>— Student Led Conferences Elementary P/T Conferences (8:00-12:00)—  
No school for students

March 8<sup>th</sup>—Winter Break—No school for students/staff

April 10<sup>th</sup> – 1:30 Dismissal --SIP

April 19<sup>th</sup> —Spring Break—No school- Easter

May 11<sup>th</sup>—Graduation

May 16<sup>th</sup>/17<sup>th</sup>—Semester Finals-1:30 Dismissal

May 17<sup>th</sup>—Last Day of school-End of 4<sup>th</sup> quarter— 52/53

May 20<sup>th</sup>—Teacher Workday

184- Minimum 177



## **Article 1-Mission and Goals**

### **Section 1 The Mission & Vision**

#### VISION STATEMENT

Anselmo-Merna Public School's vision is for all students to become responsible and productive citizens who are prepared for a constantly changing world.

#### MISSION STATEMENT

Anselmo-Merna Public School's mission is to provide a well-rounded, quality education with opportunities to excel.

#### SCHOOL IMPROVEMENT GOAL

"All students will improve reading comprehension skills in all content areas."

### **Section 2 Student-Centered Goals**

Students at the Anselmo-Merna Public Schools shall strive to...

Become creative and effective problem solvers;

Be prepared to be a responsible member of a family, as well as other groups;

Develop their special intellectual and creative abilities;

Recognize their own personal worth and dignity and that of every individual, accept and respect others, and evaluate their own conduct in doing so;

Possess knowledge and skill concerning the pursuit of recreational/leisure activities upon the conclusion of their formal schooling;

Develop good work habits and attitudes while setting high standards for their own performance;

Be prepared to meet the demands and accept the responsibilities that a democratic society asks of each and every individual;

Possess the ability to express their ideas in speech, writing, or other means of communication; and

Assume responsibility for their property and that of others.

### **Section 3 Mutual Respect**

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

## Section 4 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 illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination, harassment, bullying, or 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 Supt/Principal if the matter is not resolved at step 1.

Step 3. Address the concern to the Board of Education if the matter is not resolved at step 2.

### 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 2 - School Day

### Section 1 Daily Schedule (Monday thru Thursday; \* Friday- No 5th Period)

**Bell Rings at 8:06 for Announcements: Tardy Bell is 8:09**

Period 1	8:06 a.m. - 9:00 a.m.	Period 5	11:41 a.m.-12:32 p.m.
Period 2	9:02 a.m. - 9:53 a.m.	Period 6	1:02 p.m.-1:53 p.m.
Period 3	9:55 a.m.-10:46 a.m.	Period 7	1:55 p.m. -2:46 p.m.
Period 4	10:48 a.m.-11:39 a.m.	Period 8	2:48 p.m. -3:39 p.m.

### Section 2 10:00 Start Schedule

Period 1	10:00 a.m.-10:38 a.m.	Period 5	1:10 p.m.-1:40 p.m.
Period 2	10:40 a.m. - 11:18 a.m.	Period 6	1:42 p.m. -2:20 p.m.
Period 3	11:20 a.m.-11:58 a.m.	Period 7	2:22 p.m. -3:00 p.m.
Period 4	12:00 p.m.-12:38 p.m.	Period 8	3:02 p.m. -3:39 p.m.

### Section 3 1:30 Dismissal Schedule

Period 1	8:06 a.m. - 8:43 a.m.	Period 5	10:33 a.m. -11:07 a.m.
Period 2	8:45 a.m. -9:19 a.m.	Period 6	11:09 a.m.-11:43 p.m.
Period 3	9:21 a.m. - 9:55 a.m.	Period 7	11:45 p.m.-12:29 p.m.
Period 4	9:57 a.m.-10:31 a.m.	Period 8	12:56 p.m.-1:30 p.m.

### Section 4 Friday Schedule

Period 1	8:06 a.m. - 8:53 a.m.	Period 5	11:13 a.m.-11:57 a.m.
Period 2	8:55 a.m. - 9:39 a.m.	Period 6	11:59 a.m.-12:43 p.m.
Period 3	9:41 a.m.-10:25 a.m.	Period 7	1:17 p.m. -2:01 p.m.
Period 4	10:27 a.m.-11:11 a.m.	Period 8	2:02 p.m. -2:46 p.m.

## Article 2 - School Day

### Section 4 Severe Weather and School Cancellations

The Superintendent may close public school in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. Radio and television stations broadcast the information regularly. Families will be notified via the Connect Ed System also.

Decision to Close School. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. 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 (by 6 a.m. if possible). In any case, an announcement will be made through our Connect Ed phone service and also to the news media when school will be closed. In some instances, school will be open, but certain services may be cancelled (bus transportation, pre-school, student activities).

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 media will broadcast the notice and you will receive a phone call from our Connect Ed service. **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.** Parents may pick up their children in inclement weather during the school day.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Students and staff members practice tornado safety procedures regularly. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions. The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for Emergency Exit System, Tornado Warning System, and Critical Incident Response.

### Section 5 Closed Campus

All students are required to remain on campus during lunch. The school administration will define the perimeter of campus. A school lunch is provided or students may bring a meal from home. Commercial food brought in must be approved by the principal prior to the food being brought onto campus. Parents may give written permission for students to leave for scheduled appointments as needed. Checkouts will be reviewed by the principal and excessive checkouts will be discussed with parents and students.

## Article 2 - School Day

### **Section 6 Supervision Responsibility Before/After School**

#### Arrival At School/Dismissal From School

Students are expected to arrive at school no more than 15 to 20 minutes prior to the first class or school program in which they are participating. School breakfast, class meetings, or group meetings are exceptions. **Prior to that time, the school is not responsible for supervision of the students. The building will not open before 7:30 a.m. and students arriving after 7:30 are to report immediately to the commons area and should not be in any other area of the building.**

Students will be dismissed at the end of the last period of the school day unless there is 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.

#### Signing A Child In And Out Of School

Parents or guardians are **required** to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The school will only release children to adults designated by the parent on the emergency form. 7-12 grade students may check in or out of school, at the office, with a note from their parent or guardian.

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 Principal and provide the Principal with a copy of that order to maintain on file at the school.

#### Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the principal be made aware of this information.

## Article 3 - Use of Building and Grounds

### Section 1 Visitors

The school doors are locked during school hours. Visitors are to use the south door which has a door bell you will need to use. All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged, provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

### Section 2 Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

### Section 3 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 will be required to pay for the damage done or replace the item.
3. Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	\$1.00
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

Students must pay all fines before they can receive school publications and final grades

### Section 4 Lockers

Students in grades 5-12 will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers. School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued.

## Article 3 - Use of Building and Grounds

### **Section 5 Searches of Lockers and Other Types of Searches**

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

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 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 6 Video Surveillance**

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

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

### **Section 7 Use of Telephone**

**USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL.** This does not include forgetting homework calls or making plans to go to a friend's. Please help your child be prepared. Use of the phone is not an excuse to be tardy to class.

### **Section 8 Bicycles**

Bicycles must be parked in the racks provided. The school is not responsible for damage or theft of parts while bicycles are on school property.

### **Section 9 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

## Article 3 - Use of Building and Grounds

items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary 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. Make sure your lockers are locked when unattended.

### **Section 10 Lost and Found**

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

### **Section 11 Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to school personnel.

### **Section 12 Laboratory Safety Glasses**

As required by law, approved safety glasses will be required of every student and teacher while participating in activities that necessitate the need for eye protection.

### **Section 13 Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

### **Section 14 Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the school personnel. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

### **Section 15 Copyright and Fair Use Policy**

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

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

## Article 3 - Use of Building and Grounds

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

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

### **Section 16 Student Recess Policy**

Anselmo-Merna Public School believes it is important for students to have an active period of recess each day for students to burn off energy and to have some physical activity. Every effort is made for the majority of recess days to occur outside on the playground, however, weather conditions will play a role in whether or not we have outside or inside recess. When conditions merit, inside recess will be conducted in the gym. Students must have a pair of gym shoes to be on the gym floor (no outside shoes on the gym floors). Students that do not have a pair of gym shoes will take off their outside shoes before getting on the gym floor. Inside recess may also be held in the wrestling room provided the room is available and open. Kids may tumble in that room, but wrestling is not allowed.

#### **Outside recess will not be held under the following circumstances:**

- There is a weather warning of any type (tornado, severe storm, winter, wind chill, etc.)
- Outside temperature is below 20 degrees
- Students are not dressed for the weather, i.e. no snow boots, gloves, coats, and stocking hats
- Wind chill effect puts the temperature below 20 degrees
- It is raining or snowing hard enough where students' clothes would not easily dry upon returning to the building.
- There is any type of security threat or lockdown in progress

\*\*\*Additional conditions may require administrative decisions to be made. Under these circumstances, administrators will require an inside recess when they feel safety or student well-being would be hurt by being outdoors. In those situations, an administrator will contact the teachers to make sure everyone remains indoors.

## Article 4 - Attendance

### **Section 1 Attendance Policy**

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 staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors, which will result in regular and punctual student attendance.



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### Section 2 Attendance and Absences

**Parents should call the school office (643-2224) before 8:15 a.m. on the day of the absence.**

1. Absences. Absences should be cleared through the Supt/Principal's office in advance whenever possible. Students shall be permitted eight (8) excused absences per semester for grades 7-12. All absences, except for illness and/or death in the family, require advance approval. Absences from school must be accompanied by a phone call or note from the parent indicating parental awareness and permission for the absence.

The following do not count toward the 8 days absences.

- a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents.)
- b. Court appearances that are required by a court order and the student is not responsible for needing to be in court.
- c. School sponsored activities, which require students to be absent from school
- d. College Visits (see Guidance Counselor for approval) 2 visits a year during school hours (seniors only).
- e. Other absences, which have received prior approval from the Principal.

#### Maximum Absences

Absences shall be limited to a maximum for each semester. Unless extenuating circumstances exist, a student will lose partial or all credits for courses that are missed more than eight (8) days a semester. Absences due to illness verified by a doctor are indicated with a "D" on the attendance report and will not be counted in the total number of (8) absences. Excessive absences shall be verified by the principal and may need the assistance of a faculty committee. The following scale will be used in determining credits for the class/classes in question.

0-8 absences per class period	—5 credits
9-11 absences per class period	---4 credits
12-14 absences per class period	---3 credits
15-17 absences per class period	—2 credits
18-20 absences per class period	---1 credit
over 20 absences per class period	---0 credit

At the conclusion of this semester a faculty committee will be appointed to assist the principal in reviewing your son's/daughter's attendance record and determine the credit he/she will receive. If your son/daughter is not satisfied with the decision that has been made, he/she may appeal the decision to the Superintendent of Anselmo-Merna School whose decision will be final.

Tardy to School Students will be considered tardy to school when the bell for their first class rings.

Tardy to Class Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings, unless they have a pass from the teacher who

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detained them. Teachers will notify the office when students are tardy for class. Tardy detentions will be held at the teacher's discretion for 30 minutes after school with the teacher with referral to the principal for additional consequences as needed.

Leaving School or Class Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school cannot check themselves out. Students must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

### **Section 3 Absence Procedures**

Written make-up work may be assigned for each day missed, regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by the teacher, with a minimum of 2 days per absence. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

For unexcused absences, the student may receive a failing mark for each class period missed.

### **Section 4 Attendance is Required to Participate in Activities**

Students must attend school and class at least a half day (4 hours) of any scheduled school day in order to participate in an after-school activity that day. This includes athletic contests, practices and dances. 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 5 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 truantries 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.

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If a student exceeds 8 absences or the equivalent thereof (sign outs) in a semester, then the school will call a meeting with the student and parents to discuss the reason for the absences and to create a collaborative plan to address these absences.

Maximum Absences. Students, who accumulate eight (8) absences in a school semester, shall be deemed to have "excessive absences". Such absences shall be determined 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 a student exceeds 8 absences or the equivalent thereof (sign outs) in a semester, then the school will call a meeting with the student and parents to discuss the reason for the absences and to create a collaborative plan to address these absences.

If the student continues to be or becomes habitually truant and the collaborative plan is not followed to remediate the behavior, 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.

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### Section 1 Grading System

Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

A+... 98-100, A...96, 97 A-...93 -95, B+...91-92...B...89-90, B-...86- 88, C+...83 - 85, C... 79-82, C-... 77, 78, D+...75 - 76, D... 73 - 74, D-...70 - 72, F... Below 70,  
P...Pass, I... Incomplete,  
O... Outstanding, S... Satisfactory

**\*\*Student grade-point averages (GPA)** will be calculated as A and A-: 4.0, B+-3.5, B and B-:3.0, C+-2.5, C and C-:2.0, D+-1.5, D and D-:1.0 for all courses beginning in 2014-2015 going forward. All courses taken will count towards a student's GPA.

**\*\*In all classes where students earn college credit and Calculus, a 1.05 factor will be applied to the student's final grade.** For example, if a student earned an 88 in Calculus as their final average it would be multiplied with 1.05 for a new final average of 92.

**Incompletes** must be made up with in 10 school days.

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

### Section 2 Graduation Requirements

Students must successfully complete the courses required by the board and the Nebraska Department of Education in order to graduate. It shall be the responsibility of the superintendent to ensure that students complete grades kindergarten through twelve and that high school students complete 250 instructional units prior to graduation. **Only students who complete**

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**and pass the instructional units will be allowed to participate in the graduation commencement ceremonies.**

**Passing the following instructional units will be required for graduation:**

Adult Transitions	<u>10</u> instructional units
English	<u>45</u> instructional units
Science	<u>30</u> instructional units
Mathematics	<u>30</u> instructional units
Social Studies	<u>30</u> instructional units
Business	<u>5</u> instructional units
Physical Education	<u>10</u> instructional units
Fine Arts	<u>10</u> instructional units
Electives	<u>75</u> instructional units

Total Required Hours for Graduation 245 instructional units

The required courses of study will be reviewed by the board annually.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

### **Section 3 Required Sequence of Study**

**English sequence** is English 9, English 10 and one semester of Speech, English 11 and a 12<sup>th</sup> Grade English of Choice.

**Science sequence** is Science 9, Biology and an 11<sup>th</sup> Grade Science of Choice.

**Mathematics sequence** is \* Algebra I, \*Geometry and a Math of Choice.

**Social Studies sequence** is World History, American History and American Government.

**Business sequence** is one semester of Ag Business as 10<sup>th</sup> graders

*Students who do not pass a required class the first attempt are recommended to take a credit recovery class in the summer. After two attempts to pass a required class the student will be required to take a credit recovery class in the summer.*

### **Section 4 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 5 Schedule Changes**

Students needing schedule changes should notify the Principal. Schedule changes must be

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initiated by informing the counselor, the teacher involved, the Principal and the student's parent. Only the Principal will make final approval of all schedule changes. Outside of unforeseen circumstances, course registrations completed in the spring will be followed to course completion in the following school year.

### **Section 6 Interim Reports**

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. Those reports may describe student work of an exceptional nature of work, which needs improving.

### **Section 7 Report Cards**

Report cards are issued at the end of each quarter. Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within 10 days or missing assignments will receive grades of "0" and those grades will be averaged into the final grade.

### **Section 8 Junior/Senior High Eligibility Policy**

The Anselmo-Merna Junior/Senior High School has its own eligibility policy, which covers not only varsity participation but participation in reserve contests. This rule will start with the first week of school and end the last week of school. The weekly academic progress list will be used to determine whether a student will be eligible for participation in extracurricular activities. At all times academic work will receive priority over extracurricular participation. The Anselmo-Merna extracurricular eligibility policy will be that if a student is failing in any class at the end of the day on Monday, they will then be ineligible for the ENTIRE next week (Tuesday-Monday). Their status will then be checked again on Monday morning and afternoon and if they are passing in ALL of their subjects they may participate the entire next week (Tuesday-Monday). It is important to note here that students are either INELIGIBLE OR ELIGIBLE for the entire week of their eligibility.

### **Section 9 Parent-Teacher Conferences**

Parent-teacher conferences will be held. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

### **Section 10 Honor Roll**

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters. Students receiving A's and B's will be recognized on the honor roll. Students that receive all A's will be recognized with the Letter A beside their name.

### **Section 11 National Honor Society**

The National Honor Society chapter of Anselmo-Merna Public School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: Scholarship, Leadership, Service and Character. Standards for selection are established by the national office of NHS and have been revised to meet local chapter needs. Students are selected to be members by a five-member faculty council, appointed by the sponsor, which bestows this honor upon qualified students on behalf of the faculty. Students in the 10th -12th grades are eligible for membership.

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Students or parents who have questions regarding the selection process or membership obligations may contact the NHS sponsor.

### **Section 12 Academic Integrity**

#### **A. Policy Statement**

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

#### **B. Definitions**

The following definitions provide a guide to the standards of academic integrity:

1. "Cheating," means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.

Cheating includes, but is not limited to:

- (a) Tests (includes tests, quizzes and other examinations or academic performances):
  - (1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before the instructor distributes these for student use. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
  - (2) Use of Unauthorized Materials: Using notes, textbooks, preprogrammed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
  - (3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
  - (4) Use of Other Student to Take Test: Having another person takes one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
  - (5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

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- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- (1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
  - (2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
  - (3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
  - (4) Failure to Contribute to Group Projects: Accepting credit for a group project in which the student failed to contribute a fair share of the work.
  - (5) Misrepresenting Need to Delay Paper: Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades: Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

- (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.
3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

### C. Sanctions

The following sanctions will occur for academic integrity offenses:

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1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism took place and assign a grade of "F" or zero for the work. The instructor may determine suitable replacement work for partial/full credit.
2. Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a 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 6 - Support Services

### Section 1 Special Education Services

#### What Does Special Education Mean?

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.

#### Students Who May Benefit

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.

#### How are Students With Disabilities Identified?

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.

#### Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.



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### Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, is needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

### Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services, which will be provided by the schools. Parental consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district:

1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or
2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

### More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent.

## **Section 2     Guidance Services**

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

- Individual and group counseling
- Educational and occupational planning
- Pupil appraisal

## Article 6 - Support Services

- College and job placement
- Parent and staff conferences
- Referrals
- Follow-up and local research
- Student registration and scheduling

The primary purpose of education is to help each individual become increasingly self-directive and capable of creative and purposeful living. We accept the fact that each student is an individual with individual goals. It is the task of the guidance program to help each student fulfill his or her own potential for growth. Parent, teachers, administrators, the guidance counselor and other school and community personnel have roles in the guidance program. All of these persons, who in various ways are concerned with students, help students meet their special needs, explore or pursue selected groups, maintain good emotional health and develop an appropriate set of values. Guidance is a process of aiding total growth and focuses on student development educationally and occupationally.

### **Section 3 Health Services**

#### 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 staff that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment form so that you can be reached if your child becomes ill or injured while at school. Please also inform your school staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

#### 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 office. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the office and your child's teachers to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the **pharmacy-labeled or manufacturer-labeled bottle** and given to the office. **Repackaged medications will not be accepted** (ziploc bags, etc). Medications that are not specifically labeled for the child will not be accepted. All medications also require a physician's authorization to be given at school. Please limit the amount of medication provided to the school to a two-week supply.

#### School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height and weight. The screening

## Article 6 - Support Services

program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse may also be screened. Parents who do not wish their child to participate in the school-screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

### Physical 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 foregoing 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 in the school health office. Additional physical examination requirements exist for students participating in athletic programs.

### 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. Forms are available in school health offices. \*Unimmunized students may be excluded from school in the event of a disease outbreak.

### **Summary of the School Immunization Rules and Regulations For 2018-2019 School Year**

<b>Student Age Group</b>	<b>Required Vaccines</b>
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age

Students entering school (Kindergarten or 1 <sup>st</sup> Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 <sup>th</sup> grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 1/25/2017

### 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.

### Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school if active head lice are detected.
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice.
3. A child who has been sent home from school due to head lice must come to the office for inspection before returning to class.
4. A child who returns to class after treatment will be checked again in 7-10 days.

## Article 6 - Support Services

5. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.
6. If nits (lice eggs) are detected, children will not be sent home from school per CDC recommendation, however, treatment plans will be discussed with parents to remove nits.
7. School officials will contact health department officials to assist families with persistent issues of active lice or nits.

### **Section 4 Transportation Services**

Transportation to and from school is provided to students as a privilege in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

#### **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**

- Parents: Please call 643-2226 (bus barn) in the morning if your children will not ride. The bus barn may also be called in case of schedule breakdown because of weather or mechanical failure.
- Be on time. Don't expect the driver to wait for you. A strict schedule must be maintained.
- When boarding the bus, find a seat quickly and remain seated.
- Students are to walk to and from buses.
- While waiting for the bus, stay at least 12 feet away from the street, road or highway.
- Wait until the bus comes to a complete stop before approaching the bus.
- 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.
- 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 para educator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
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. No eating, drinking, use of tobacco, alcohol, drugs or flammables.

9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.
11. Keep all items out of the aisle; this includes bags, legs and feet.

### **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.

**IV. 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.

## **Article 7 • Drugs, Alcohol and 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 Education and Prevention**

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

### **Drug and Alcohol Use and Prevention**

Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District, which prohibit the unlawful possession, use, or distribution of illicit drugs, tobacco, and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

**Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs** Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel

## Article 7 - Drugs, Alcohol and Tobacco

will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

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

### **Section 3 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, tobacco, 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 Tobacco means any tobacco product (including but not limited to cigarettes, cigars, chewing tobacco, etc.), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect, regardless of whether such products contain nicotine. This also includes e-cigarettes or any tobacco look-alike product including non-medical vapor and vapor dispensers.

### **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.

## **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 at the student's expense.

## **Procedure for dealing with a violation of the rule**

When the school has reasonable cause to believe that a student has violated the policy on illicit drugs, alcohol, or tobacco the principal, guidance counselor, other activity sponsors, or classroom teacher will meet with the student to explain the basis for believing that the student has violated the rule. The student shall have an opportunity to explain their side of the story. At the conclusion of this meeting the principal, guidance counselor, activity sponsors, or classroom teacher shall determine what action will be taken for violating the rule. The guidance counselor or principal will notify the parent/guardian of the decision.

## **Article 8 - Student Conduct Rules**

### **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 Anselmo-Merna 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.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 48 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct,



## Article 8 - Student Conduct Rules

misconduct or violation of the rule or standard and the reasons for the action taken.

4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
5. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

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 (a) the misconduct occurred 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) the misconduct occurred 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) 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.
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. The suspension pending hearing may be imposed if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
3. Summer Review Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

## Article 8 - Student Conduct Rules

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 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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 at the student's own expense. 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.

## Article 8 - Student Conduct Rules

### **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 when 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 a 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, tobacco look a-likes, 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 on school grounds or at school sponsored events. A student is considered to be on school grounds from the time they arrive to the time they depart for the day, including all time in between. 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

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- 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 has 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 Anselmo-Merna 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:
    - 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 necessarily to protect some other person and the extent of force used was reasonably believed to be necessary, or

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- 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.

19. Community Misconduct- Students arrested on a felony charge could face suspension consequences handed out by the school administration. This will be handled in a case-by-case manner.

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

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

- (1) Student Appearance: Students at Anselmo-Merna Public Schools are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner

## Article 8 - Student Conduct Rules

- (2) that is dangerous to the health and safety of anyone or interferes with the learning environment or
- (3) teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
  - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, low cut, revealing, spaghetti straps, sagging pants) or clothing that is too tight, revealing, holes in jeans that expose too much skin or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
  - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
  - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
  - d. 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).
  - e. Head wear including hats, caps, bandannas, and scarves;
  - f. Clothing, tattoos or jewelry that exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double innuendos.
  - g. Clothing or jewelry that is gang related.

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

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

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

### Electronic Devices

1. Philosophy and Purpose. Anselmo-Mema Public Schools strongly discourages students from bringing and/or using electronic devices at school for non-educational purpose. 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.

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2. Definitions. "Electronic devices," include, but are not limited to, iPad, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, 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 except before or after school and at lunch; including voice usage, digital imaging, or text messaging. Cell phones are to be turned off and put away during the school day unless a student is directed to use their phone by an instructor.
- b. 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).
- 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 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

Students shall not use electronic devices at any time or place for:

- (a) activities that disrupt the educational environment;
- (b) illegal activities in violation of state or federal laws or regulations;
- (c) unethical activities, such as cheating on assignments or tests;
- (d) immoral or pornographic activities;
- (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or
- (f) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(3) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the

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electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until the student personally comes to the school's main office and retrieves the electronic device at the time the student is leaving school for the day.

(4) **Second Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and the student's parent/guardian and the school principal. The electronic device shall remain in the possession of the school administration until the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(5) **Third Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal and in school suspension or suspension of the student from school. The electronic device shall remain in the possession of the school administration until the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(6) **Subsequent Violations:** Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school. The electronic device will remain in the school's main office until the end of the semester.

### d. Responsibility for Electronic Devices

Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

(7) **Harassment and Bullying Policy:** One of the missions of Anselmo-Merna 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 and bullying is prohibited. Bullying and harassment are 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,



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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.

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

- a. 1st Offense: Student will be confronted and directed to cease.
- b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
- c. 3rd Offense: Student may be subject to in school suspension or suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
- d. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

(9) Specific Rule Items: The following conduct may result in disciplinary action that, in the repeated violations, may result in discipline up to expulsion.

- a. Outside drinks, food, gum, candy, seeds, etc. are not allowed in the classrooms.
- b. Students are expected to bring all books and necessary materials to class. This includes study halls.
- c. Assignments for all classes are due as assigned by the teacher.
- d. Students are not to operate the blinds or the windows without permission of the teacher.
- e. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
- f. Students are to be in their seats and ready for class on the tardy bell.
- g. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or cleanup rules that will be explained to you by that teacher which must be followed.
- h. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
- i. Students are to stand back from the entry doors in the mornings before school and at noon before the bell so that others may pass in and out of the doors.
- j. Snow handling is prohibited.

### **Network, E-Mail, Internet and Other Computer Use Rules:**

(a) General Rules:

- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and

## Article 8 • Student Conduct Rules

students who have agreed to act in a responsible manner. Access for all staff and students is a privilege and not a right.

(ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.

(iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, would be private. No reasonable expectation of privacy shall exist in relation to network use.

(iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

(v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network without administrative permission.

(b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

(i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.

(ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).

(iii) Users shall not use or try to discover another user's account or password.

(iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

(v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.

(vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.

(vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's

## Article 8 - Student Conduct Rules

memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

(viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.

(ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.

(x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

(xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

(c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

(i) Be polite. Do not become abusive in your messages to others.

(ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.

(iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.

(iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages that violate the rules will result in disciplinary action.

(v) All communications and information accessible via the network should be assumed to be private property of others.

(vi) Do not place unlawful information on any network system.

(vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.

(viii) Other rules may be established by the network administrators or teachers from time to time.

(d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

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(e) Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

(7) Risks of Twitter, Facebook and other Social Networking:

The purpose of this message is to give our students information about the risks of using Twitter and Facebook, and similar social networking sites. These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress - such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the Internet as a means of conducting background checks on job applicants. What you say now on Facebook may affect you years later. What you say now on Facebook may also 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 Facebook. Facebook has published a Guide for schools with some suggestions that we would like to share with you:

1. Don't forget that your profile and Facebook forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
2. Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
3. People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new Facebook friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
4. Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to Facebook or the authorities.
5. Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see! Don't mislead people into thinking that you're older or younger. If you lie about your age, Facebook will delete your profile. We urge all students to following these common sense guidelines.

### **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.
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 Anselmo-

## Article 8 - Student Conduct Rules

Merna 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) 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, staff or other persons or which is required by law to be reported.

## Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

### Section 1 Extracurricular Activity Code of Conduct

#### Drugs, Alcohol, and Tobacco Violations

In these situations a violation would not exist if the substance were in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the substance. A violation would also not exist if the student did not know or have a reasonable basis to know that the substance would be present, and the student leaves the location where the substance is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has consumed a substance just to get away from the party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from those using substances).

#### Consequences

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug, alcohol, and tobacco violations on the student participants, other students and the school, the following consequences are established for such violations:

#### First Violation

There will be suspension from all extra-curricular activities for four weeks no matter where the incident occurred. In addition, the student will be required to attend and complete an education program with the guidance counselor called Insight and the school may require the student to participate in a professional evaluation. The student must complete the Insight program before being reinstated to participation in activities other than practice. **Each student, who has committed their first violation, has a 72-hour time period to self report the violation, or openly admit their guilt to the principal, guidance counselor, activity sponsor, or other classroom teacher, by doing this they can have their consequences reduced to**

## Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

**completing the Insight program and being suspended from all activities, other than practices, for a period of two weeks.**

**Students and parents should realize that this is a one-time opportunity that is applicable only on the first violation.**

If the first violation of the rule regarding tobacco, alcoholic beverages, or drugs occurs on school property or at school sponsored activities, the student will face additional school consequences including at least one week to spend one hour before school, one hour after school, all class time except for direct instruction, and lunch in the principal's office. Additional time may be assigned.

### Second Violation

There will be suspension from all extra-curricular activities for six weeks on all violations no matter where the incident occurred. In addition, the student will be required to show evidence, in writing, that he or she has received counseling from a professional counselor (i.e., school alcohol/drug counselor, professional alcohol/drug counselor, psychiatrist, or psychologist) at students own expense. The school may require the student to participate in a professional evaluation and to show evidence in writing of having done so before being allowed to participate in extracurricular activities. Students will be allowed to practice during the suspension period.

The consequences for a second violation of the rule regarding tobacco, alcoholic beverages, or drugs that occur on school property or at school sponsored activities, the student shall for at least one week spend one hour before school, one hour after school, all class time except for direct instruction, and lunch in the principal's office. Additional time may be assigned.

### Third Violation

**There will be suspension from all extra-curricular activities for the remainder of their high school years left in school, no matter where the incident occurred. In addition, the student will be required to enroll in a professional chemical dependency treatment program at own expense before re-enrolling in school.**

**Consequences Timelines:** Violations that occur from the last day of school until the first day of school in the subsequent year (summer months) will have their punishments start the first day of fall sports practice in the next school year. Violations that occur in May will carry over into the next school year with the additional/carryover days starting on the first day of the next school year. Violation of this policy will accumulate throughout a student's years in school (7-12 at Anselmo-Merna). Activities which the student(s) will be suspended from are, but not limited to, all 7-12 athletic activities, play productions, speech activities, musicals, band, chorus, class officers, annual, newspaper, field trips, scholastic contests, school dances, prom, and other school-sponsored activities.

All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor.

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### Process for Appealing a Violation of the Policy on Drugs, Alcohol, and Tobacco

The student and/or the student's parents may request a meeting with the Superintendent of Schools to review the prior decision of the principal, guidance counselor, activity sponsors, and classroom teachers. This meeting must be requested and held within five school days or seven calendar days of being informed of the final decision. If the superintendent upholds the decision of the principal, activity sponsors, and classroom teachers, the student and/or the student's parents may request a final hearing with the Board of Education. This meeting must be requested and held within five school days or seven calendar days of the superintendent's decision. The consequences for the violation will continue throughout the appeal process.

**Determining a Violation Has Occurred.** A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and/or school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

**Procedures for Extracurricular Discipline.** The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct an investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension, or their designee, will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
  - a. The student will be given oral or written notice of what the student is accused of having done, and explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of the informants may be kept confidential where determined to be appropriate.
  - b. The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the principal will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.

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4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent.

a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.

b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.

c. If a hearing is requested:

1. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.

2. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.

3. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.

4. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.

5. No Stay of Penalty (i.e. postponement) There will be no stay of the penalty imposed pending completion of the due process procedures.

6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

**Steroid Offenses.** A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive days.

2. Second or Any Subsequent Offense: One calendar year.

**When Suspensions Begin.** Suspensions in the spring will be carried over to the fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

**Letters and Post-Season Honors.** A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.

2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.



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### **Section 2 Attendance**

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have “excessive absences” as determined under the school’s attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have (8) or more unexcused absences in the semester of participation will be ineligible to participate.
2. Be on time for all scheduled practices, contests, and departure for contests. In the event a participant is unable to attend a practice or contests, the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance, or other activity, be in attendance for at least one-half of that school day. If a student is not in attendance for at least half of the school day, they will be ineligible to participate unless they have permission from the Principal for extenuating circumstances.

### **Section 3 Academic Standards**

Participation in extracurricular school activities is encouraged and desired for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities should show evidence of sincere effort towards scholastic achievement. To be eligible for participation, students must maintain passing grades in all courses. Student eligibility will be reviewed every Monday morning beginning the third week of each semester and students will have the opportunity on Monday to raise their failing grades by working with their instructors throughout the day Monday. At 3:30 on Monday, another eligibility check will occur and students who are failing courses will be ineligible to participate in contests, immediately, Tuesday-Monday. Students will be allowed to practice but they cannot participate in any contest of any kind.

### **Section 4 “Team Selection” and “Playing Time”**

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are inconsistent with these established guidelines:

1. School Representative: Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success: Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student’s: (1) talent or skill, (2) desire to improve the student’s own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

### **Section 5 Relationships Between Parents and Coaches/Sponsors**

Both parenting and coaching are very different vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

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Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

### Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

#### Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship, and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instructions.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying, hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two (2) different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

#### Communicating with the Coach

- Communication you should expect from your child's coach includes:
  - Philosophy of the coach
  - Expectations the coach has for your child
  - Locations and times of all practices and contests
  - Team requirements
  - Procedure should your child be injured
  - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
  - Concerns expressed directly to the coach
  - Notification of any schedule conflicts well in advance
  - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
  - The treatment of your child, mentally and physically
  - Ways to help your child improve
  - Concerns about your child's behavior

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- Injuries or health concerns. Report injuries to the coach immediately! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach knows.
- Issues not appropriate to discuss with coaches:
  - Playing time
  - Team strategy
  - Play calling
  - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
  - Call to set up an appointment with the coach
  - Do not confront the coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
  - Call the athletic director to set up a meeting with the athletic director, coach, parents, and administration if needed/necessary.
  - At this meeting, an appropriate next step can be determined, if necessary.

### **Section 6 Good Sportsmanship~Behavior Expectations of Spectators**

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed. Parents/Patrons/Students/Teachers/Administrators that are asked to leave a contest because of unsportsmanlike behavior will meet with administration and be under the enforcement of board policy 1005.08 which outlines public conduct at school activities.

#### Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not "boo," stomp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noisemakers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.

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11. Pay attention to the half time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol, tobacco, and drugs on the site of the contest.

### **Section 7 School Dances**

A school-sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

**General Rules of Student Conduct at Dances.** In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

#### 1. Who Can Attend:

##### a. For Prom:

Students currently attending Anselmo-Merna High School (9-12) or another Nebraska high school who have not been restricted from attending extra-curricular activities at Anselmo-Merna High School or their own school are generally considered appropriate dates or invited guests. Students may also bring guests who have matriculated from high school but those guests cannot be 21 or older on the date of the dance they are attending.

\*\*All other school dances are restricted to 9-12<sup>th</sup> grade students who are in good standing at their school.

b. The prom banquet will include the members of the junior and senior classes and their dates. Students in 9<sup>th</sup> and 10<sup>th</sup> grade can attend the banquet, if their date is a junior or senior at A-M. Any junior or senior bringing a date to the banquet who does not attend A-M will need to turn in the cost of their date's meal to the junior class parents and the cost of the dance will be turned into the office.

c. No bare midriffs, low-cut or revealing outfits will be admitted to Prom. Ladies will wear formal dresses or other appropriate apparel. Gentlemen will wear new or near new pants, appropriate dress shirt, tie, sports jacket, suit or tuxedo.

d. Some school dances may be restricted to students attending specified grade levels at Anselmo-Merna Public Schools. For any dances at the middle school level, only students attending Anselmo-Merna Public Schools in the grade(s) for which the dance is being held may attend.

e. Students who have been suspended from school or from extracurricular activities may not attend.

f. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.

g. Rules for dances may restrict students and their guests from leaving a dance until the dance ends without written parental permission on a form provided.

h. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.

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### 2. Prohibited Substances

Alcoholic beverages, illegal drugs, tobacco, and any vapor products are prohibited. Anyone using prohibited substances or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted. Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

## Section 8 Student Fees Policy

The Board of Education of Anselmo-Merna Public Schools has adopted this 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. The policy is subject to further interpretation or guidance by administrative or Board regulations that may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student's fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

### **1.Guidelines for non-specialized attire required for specified courses and activities.**

Students have the responsibility to furnish and wear non-specialized 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 non-specialized attire reasonably related to the

## Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

programs, courses and activities in which the students participate, where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

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 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 are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as instructed.

### 2. Personal or consumable items & miscellaneous

A. Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

B. Courses

1. General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for the usage of certain District property.

2. Damaged or Lost Items Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

3. Materials Required for Course Projects. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. The District will make standard project materials available. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

4. Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The

## Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

District is not required to provide for the use of a particular type of musical instrument for any student.

### **3. Extracurricular Activities — Specialized equipment or attire.**

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment, which is ordinarily exclusively used by an individual student participant through out the year, is required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

### **4. Extracurricular Activities — Fees for participation.**

Any fees for participation in extracurricular activities for the current school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

### **5. Postsecondary education costs.**

Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the student shall pay all fees for the course and be reimbursed all costs of the course by successfully passing the course. Students who take an AP course will pay for their AP exam. If the student earns a 3 or higher on the exam, the costs of the exam will be reimbursed. Students that are allowed to take online classes from UNL Independent High School or from a similar institution will be responsible for education costs if they do not complete or if they fail the class.

### **6. Transportation costs.**

Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

### **7. Copies of student files or records.**

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fees schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be

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charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

**8. Breakfast and lunch programs.**

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. Students are also responsible for the cost of food, beverages, and personal or consumable items, which the students purchase from the District or at school. Students may be required to bring money or food for field trip lunches and similar activities.

**9. Waiver Policy.**

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

**10. Distribution of Policy.**

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

**11. Student Fee Fund.**

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

**Appendix "1" to 2018-2019 Student Fees Policy of Anselmo-Merna Public Schools  
Additional Specification of Required Materials and Fees**

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
<b>Elementary Program (K-6)</b>		
Physical Education Classes	Appropriate clothing (non-specialized)	Tennis shoes and socks, gym shorts, T-shirt



Art classes and special projects or events	Appropriate clothing (non-specialized)	Old shirt for painting, other clothing which may get paint on it or be damaged
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Music - Optional band courses	Musical Instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures and a "gig bag", etc. Limited instruments available for use by any student. Rent of \$20.00 per semester is required for a school-owned instrument.
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Classroom Supplies	General supplies, such as pen, pencils, crayons, markers, notebooks, glue etc.	None- Students are encouraged, but not required, to bring items from class supply lists which will be on the school website or at the office.
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Field Trips	Transportation and admission costs	None, costs of school sponsored field trips will be paid for by the school. Parents are encouraged, but not required to pay for costs of up to \$5.00 per student. School lunches will be provided as needed for free-reduced lunch eligible students, upon request from parents in advance of trip.
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Copies	Use of school copiers	Ten cents (\$.10) per page, when charges apply
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Faxes	Use of school fax machine	\$1.00 per page, when charges apply
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School Meals		Breakfast \$1.70 Lunch K - 6th \$2.85 Extra Entrée \$1.00 Prices will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
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**High School (7-12)**

Physical Ed. Classes	Appropriate clothing (non-specialized)	Tennis shoes and socks, gym shorts, T-shirt
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Art & shop classes & special projects	Appropriate clothing (non-specialized)	Old shirt for painting, other clothing which may get paint on it or be damaged; protective clothing for shop classes
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Music - Optional band courses	Musical Instruments	Musical instruments and accessories (reeds, valve oil, ect. Limited instruments available for use by any student, \$20.00 per semester rent required.
Classroom Supplies	General supplies, such as pen, pencils, crayons, markers, notebooks, ect.	None-necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged, but not required, to bring items from class supply lists which will be on the school website or at the office.

Math or science classes	Specialized calculators Meals at contests	Students may wish to use school calculators outside the classroom. Students are encouraged, but not required, to purchase such equipment for their personal use.
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Copies	Use of school copies	Ten cents (\$.10) per page when charges apply
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Faxes	Use of school fax machine	\$1.00 per page when charges apply
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School Meals		Breakfast \$1.70 Lunch 7 - 12 \$2.95      Extra entree \$1.00 Prices will vary depending on the number of meals or items purchased by the student and may be adjusted during the year.
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Post-secondary education classes	Tuition and fees for college courses taken for credit	None. Postsecondary education costs are to be paid directly by students to the college. Costs are reimbursed back to the student with a passing grade in course.
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College entrance tests	Prep programs and tests	11 <sup>th</sup> Grade students are required to take a national standardized college entrance exam under Nebraska law. The state will pay for all juniors to take the ACT exam one time during the junior year and the district will pay for ACT test prep software for all students 7-12. Costs of additional college entrance tests or prep courses are optional and paid directly to the private companies involved by the None.
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Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum cost of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.
College entrance tests and preparation	Tuition and fees for college courses taken for credit.	AP Exam costs will be paid by the student and reimbursed by the school with a score of 3 or higher.

Summer school courses	Classes offered during the summer or at night, if any	Drivers education class if available, as contracted
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Locker usage	Use of school padlock	Replacement cost if lost or damaged
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## Article 10 - State and Federal Programs

### Section 1 Notice of Nondiscrimination

The Anselmo-Merna 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, 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	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent

Section 504 of the Rehabilitation Act 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 Coordinator may be contacted at: P.O. Box 68, Merna, NE 68856, 308-643-2224.

**Section 3 Anti-discrimination & Harassment/Bullying Policy**

Elimination of Discrimination. The Anselmo-Merna Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment/bullying and requiring accommodations. Bullying is any ongoing pattern of physical, verbal, or electronic abuse. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment/bullying or which require accommodations.

Preventing Harassment and Discrimination of Students.

Purpose: Anselmo-Merna 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 Anselmo-Merna 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.

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.

Age harassment (40 years of age and higher) 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.

Sexual harassment is 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 work place, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities; Submission to or rejection of such conduct is used or threatened as a basis for

## **Article 10 - State and Federal Programs**

employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

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, class room or educational environment.

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.

### **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 Anselmo-Merna 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 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 successfully with persons of diverse cultures and races. The mission shall also include preparing students to eliminate

## Article 10 - State and Federal Programs

stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socio-economic 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 that 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.

### 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

## Article 10 - State and Federal Programs

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 the school that has requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

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

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

### NOTICE CONCERNING DIRECTORY INFORMATION

The District may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous school attended. A parent or eligible student has the right to refuse to let the District designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does

## Article 10 - State and Federal Programs

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 that 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.

Notice Concerning Designation of Law Enforcement Unit: The District designates the Custer County Sheriff's Office as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

### **Section 7 Notice Concerning Disclosure of Student Recruiting Information**

Federal law requires that the District provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

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

It is the policy of Anselmo-Merna Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students that contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."



## **Article 10 - State and Federal Programs**

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 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

## Article 10 - State and Federal Programs

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:

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 ).

## **Article 10 - State and Federal Programs**

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**

#### **A. General-Parental/Community Involvement in Schools:**

Anselmo-Merna 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.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities would be based on the students' well being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be

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approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.

9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.

10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with staff, administrators and board members.

11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

### Section 10 Homeless Students Policy

Homeless children for purposes of this Policy generally include children, who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that:

(1) homeless children are identified by school personnel;

(2) homeless children enroll in, and have a full and equal opportunity to succeed in, school;

(3) homeless children and their families receive educational service for what they are eligible and referrals to health, dental, and mental health services and other appropriate services;

(4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children;

(5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens;

(6) enrollment disputes are mediated in accordance with law; and

(7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either:

the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or

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(2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records.

The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows:

- (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and
- (2) if the homeless child lives in a school other than the District, but continues to attend the Anselmo-Merna Public School based on it being the school of origin, the new school and Anselmo-Merna Public School shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

**RECEIPT OF 2018-2019 STUDENT - PARENT HANDBOOK  
OF ANSELMO-MERNA PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2018-2019 Student-Parent Handbook of Anselmo-Merna Public Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook, which should be used to respond to harassment or discrimination.

<u>Students</u>	<u>Parents/Guardians</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

All students in family sign this side,  
only one sheet per family needed.

Parent or Legal Guardian's signature

Return to:  
Anselmo-Merna Public School  
PO Box 68  
Merna, NE 68856

## Anselmo-Merna Learning Compact

### Parent/Guardian

I understand that my participation in my child's education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

- \* Provide a quiet place/time to do school work and encourage my child to complete schoolwork.
- \* Make sure my child gets adequate sleep and has a healthy diet.
- \* Make sure my child gets to school on time.
- \* Attempt to spend time reading with my child each day.
- \* Communicate and work with teachers and school staff to support and challenge my child.

Signature \_\_\_\_\_

### Student

I know that my education is important to me. It will help me become a better person. I agree to do the following:

- \* Return completed schoolwork on time.
- \* Be at school on time, unless I am sick.
- \* Be responsible for my own behavior.
- \* Help to keep my school safe.
- \* Respect and cooperate with other students and adults.
- \* Ask for help when I need it.

Signature \_\_\_\_\_

### Teacher

I understand the importance of the school experience to every student and my role as a teacher. I agree to carry out the following responsibilities:

- \* Teach necessary concepts to my students.
- \* Be aware of the needs of my students.
- \* Regularly communicate with parents on their child's progress.
- \* Provide a safe, positive, healthy environment for my students.
- \* Respect students as they are.
- \* Communicate and work with families to support learning.

Signature \_\_\_\_\_