

# *Loomis Public School*



## **Student-Parent Handbook 2018-2019**



### ***MISSION STATEMENT***

*In cooperation with family and community, our mission is to prepare all students to succeed as responsible citizens in a changing world through progressive educational methods.*

**Loomis Public School  
101 BRYAN PO BOX 250  
Loomis, NE 68958  
(308) 876-2111**

## TABLE OF CONTENTS

### **GENERAL INFORMATION**

Intent of Handbook.....	5
Board of Education.....	5
Administration.....	5
Value Statements.....	5
Staff Directory.....	6
School Calendar.....	7
School Hours.....	8
Preschool Days and Hours in Session.....	8
Secondary Class Schedule.....	9

### **SCHOOL DAY**

Regular Schedule and Adjusted Day Schedules.....	10
Entering the Building.....	11
Arrival at School/Dismissal from School.....	11
Visitors.....	11
Smoke-Free Environment.....	12
Closed Campus.....	12
Meals.....	12
Severe Weather and School Cancelations.....	13
Student Illness.....	13

### **ATTENDANCE AND ENROLLMENT**

Required Attendance.....	14
Mandatory Attendance Age.....	14
Discontinuing Enrollment – 5 Year Olds.....	14
Discontinuing Enrollment – 18 Year Olds.....	14
Attendance Officer.....	15
Expectations for Regular Attendance.....	15
Absenteeism.....	16
Ineligible Student Attendance.....	18
Tardy Students.....	18
Passes.....	18
Admission Requirements (Immunization, Eye, Physical).....	19
Part-time Students.....	21
Option Enrollment.....	22
Enrollment in Kindergarten.....	25

### **ACADEMIC ACHIEVEMENT**

Academic Integrity.....	26
Course Prerequisites.....	28
Graduation Requirements.....	28
Academic Credits and Graduation.....	29
Commencement Ceremony.....	29
Senior Recognition.....	29
Class Rank.....	29
Honor Roll.....	30
National Honor Society.....	30
Distinguished Service Award.....	31

Summer School.....	31
Homework.....	31
Grades.....	31
Incompletes.....	32
Reports to Parents.....	32
Parent-Teacher Conferences.....	32
Retention and Promotion.....	32
Schedule Changes.....	33
Supplemental Reports.....	34

**STUDENT SUPPORT SERVICES AND PROGRAMS**

Notice of Nondiscrimination.....	34
School Lunch Program.....	34
Guidance Services.....	34
Health Services.....	35
Transportation Services.....	35
School Wellness Program.....	36
Parental Involvement in Education Practices.....	37
Special Education Services.....	38
Parental Involvement in the Title I Program.....	39
Section 504: Students with Disabilities.....	40
Notice of Parental Rights.....	41
Routine Directory Information.....	42
Title IX-Sex Equality in the Education Program.....	43
Dating Violence.....	43
Sexual Harassment.....	43
Concussion Awareness.....	44
Suicide Prevention.....	45
Audio and Video Recording.....	45
Homeless Students.....	46
Drug-Free Schools.....	48
Video Surveillance.....	48
Chain of Command.....	48
Asbestos- Management Plan and Presence Notice.....	49
Multi-Cultural Education.....	50

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

Purpose Statement.....	50
Discipline Procedure.....	50
Student Discipline.....	50
Forms of School Discipline.....	51
Student Bullying.....	56
Dress Code.....	56
Student Cell Phones/Electronic Devices.....	57
Telephone Usage at School.....	59
Food, Beverages, Gum and Candy.....	59
Initiations and Hazing.....	59
Student Driving and Parking.....	60
Locker Inspections.....	60
Classroom Rules.....	60
College Visitation Regulations.....	60
Head Lice Guidelines.....	61
Bus and School Vehicle Conduct.....	61

Inappropriate Public Displays of Affection.....	62
Weapons and Firearms.....	63
Student Internet and Computer Access.....	63
Reporting Student Law Violations.....	63
Care of School Property.....	65
Lockers.....	65
Copyright and Fair Use.....	66
Personal Property.....	66
Complaint Procedure.....	66

**EXTRA CURRICULAR ACTIVITIES**

General Purpose.....	69
Extracurricular Activity Code of Conduct.....	69
Student Eligibility.....	70
Governance.....	70
Drug and Alcohol Violations.....	72
Attendance.....	75
Academic Standards.....	77
Team Selection and Playing Time.....	79
School Dances.....	79
Relationship Between Parents and Coaches/Sponsors.....	81
Good Sportsmanship.....	82
Activity Travel.....	83
Activity Participation at Scheduled Events.....	84
Sports Season Participation Deadline.....	84
Changing Participation During the Season.....	84
Activity Attendance if Injured.....	84
Activity Conflicts.....	84
Prom Decorating.....	84
Student Fee Policy.....	85

**DRILL PROCEDURES**

Fire Drills.....	85
Tornado Drills.....	85
Bus Evacuation Drills.....	85

### INTENT OF HANDBOOK

The intent of this handbook is for use by students, parents and staff as a guide to the rules, regulations, and general information about Loomis 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.

This handbook has been approved and adopted by the Board of Education, and its contents are considered to be policies of the Board of Education.

### BOARD OF EDUCATION

Dale Gray, Board President <a href="mailto:grayfox463@yahoo.com">grayfox463@yahoo.com</a>	(308) 991-0348 – Cell, (308) 337-2329 – Home
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### ADMINISTRATION

Sam Dunn, Superintendent <a href="mailto:sam.dunn@loomiswolves.org">sam.dunn@loomiswolves.org</a>	(308) 830-3236 – Cell
Nate Weaver, Principal <a href="mailto:nate.weaver@loomiswolves.org">nate.weaver@loomiswolves.org</a>	(308) 390-4007 – Cell

### VALUE STATEMENTS

- We believe the Educational Process must involve the school, the family and the community.
- The Loomis district must be progressively involved in educational advancements because Loomis School students are entitled to a quality, high level education.
- We believe in promoting behavioral discipline for the advancement of the educational process.
- We believe that all students deserve the time and effort needed to maximize their potential
- We believe in emphasizing positive community values and morals, as well as respect for others
- We believe in providing a pleasant learning environment
- We believe that technology is important
- We believe in preserving our constitutional freedoms
- We believe in preparing our students to succeed in a global environment

## 2018-2019 STAFF DIRECTORY

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Marsha Schoff	Kitchen	
Gene Samuelson	Golf	
Mike Szekely	Bus Driver	
Kelly Thorell	Bus Driver	
Scott Thorell	Bus Driver	
Tom Thompson	Bus Driver	

## LOOMIS SCHOOL CALENDAR 2018-2019

August 10	Teacher Work Day
August 13	Teacher Work Day
August 14	Teacher Work Day
August 15	First Day of School, 1:50 Dismissal
September 3	No School-Labor Day
September 4	First Day of Preschool
September 6	Picture Day
September 11	1:50 Dismissal, Teacher Professional Development
September 25	11:50 Dismissal, Parent Teacher Conferences 1:00 p.m. to 8:00 p.m.
October 18	Picture Retake Day
October 19	End of First Quarter
October 26	No School-Fall Break
November 5	1:50 Dismissal, Teacher Professional Development
November 21	1:50 Dismissal
November 22	No School-Thanksgiving Break
November 23	No School-Thanksgiving Break
December 20	1:50 Dismissal-Winter Break
December 21	Teacher Work Day
December 21	End of Second Quarter/First Semester
December 21-31	No School-Christmas Break
December 22-26	NSAA Moratorium
January 1-4	No School-Christmas Break
January 4	Teacher Work Day
January 7	School Resumes
January 25	11:50 Dismissal, L-Club Basketball Tournament
February 7	11:50 Dismissal-Parent Teacher Conferences 1:00 p.m. to 8:00 p.m.
February 8	No School
March 1	No School – Spring Break
March 6	Kindergarten Round Up
March 8	End of Third Quarter
March 8	No School – Spring Break
March 18	1:50 Dismissal, Teacher Professional Development
March 20	No School – Hosting FKC Music Contest
April 19	No School – Easter Break
April 22	No School – Easter Break
May 2	Last Day of Preschool – Preschool Graduation
May 4	Senior Graduation @ 5:00 p.m.
May 10	Kindergarten Graduation
May 16	1:50 Dismissal-Last Day of School
May 17	Teacher Work Day

**SCHOOL HOURS**

7:35 A.M. ....Teachers  
On Duty

8:00 A.M. ....School  
Day Begins – Tardy Bell Rings

3:36 P.M. (Monday Through Thursday).....Preschool and Elementary  
Dismissal

3:36 P.M. (Monday Through Thursday).....Secondary  
Dismissal

2:36 P.M. (Friday).....Elementary  
Dismissal

2:36 P.M. (Friday).....Secondary  
Dismissal

**PRESCHOOL DAYS AND HOURS**

September 4, 2018 ..... First Day of  
Preschool

May 2, 2019 ..... Last Day of  
Preschool

The Preschool is in session Monday through Thursday from 8:00 a.m. to 3:25 pm.  
Teacher is on duty at 7:35 a.m.  
No Preschool on Fridays.



## LOOMIS HIGH SCHOOL 2018-2019 Master Schedule

Mon-Thur	8:00-8:48	8:51-9:39	9:42-10:30	10:33-11:21	11:24-12:12	12:12-12:42	12:45-1:33	1:36-2:24	2:27-3:15	3:18-3:36
Friday	8:00-8:43	8:46-9:29	9:32-10:15	10:18-11:01	11:04-11:47	11:47-12:18	12:21-1:04	1:07-1:50	1:53-2:36	
Teacher/Ext	1	2	3	4	5	LUNCH	6	7	8	9
E Anderson	SPANISH 1	ENGLISH 11	PLANNING	SPANISH 2	ENGLISH 10	////////	APPLIED COMM	ENGLISH 9	SPANISH 3	STUDY HALL
S. Anderson	RESOURCE	RESOURCE	RESOURCE	RESOURCE	RESOURCE	////////	RESOURCE	RESOURCE	RESOURCE	STUDY HALL
D. Billeter	PE/WTS	AD	ELEM PE	ELEM PE	AD	////////	PE WTS	PE WTS	PLANNING	
D Freeman	TITLE MATH/IT TECH	PLANNING	TECH	ELEM PE	Science 7	////////	TITLE MATH/IT TECH	TECH	JR HI PE/WTS	JH PE/STUDY HALL
L Gleason	ALGEBRA 1	MATH 8	ALGEBRA 2	GEOMETRY	PRE-CALC	////////	MATH 6	ALGEBRA 1B	PLANNING	STUDY HALL
R Hunhoff	LIBRARY	ELEMENTARY LIBRARY	READING 7/8	ELEM LIBRARY	LIBRARY	////////	JOURNALISM I	JOURNALISM II	LIBRARY	JOURNALISM III
J Johnson	LANGUAGE ARTS 7	LANGUAGE ARTS 12	READING 7/8	LANGUAGE ARTS 8	SPEECH 9	////////	PLANNING	XXXXXX	XXXXXX	XXXXXX
S. Lavene	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	////////	Agri Science	Nat Res/Wildlife	FOOD SCIENCE S1 PLANT SCIENCE S2	STUDY HALL
B Maacke	PRE ALGEBRA	ALGEBRA 1A	AMERICAN GOVERNMENT	MATH 7	COLLEGE ALGEBRA COLLEGE CLASS	////////	MATH 5	JH MATH REVIEW 7TH-8TH-7TH-8TH	PLANNING	STUDY HALL
A Norris	Guitar	ELEMENTARY BAND 5/6	ELEMENTARY MUSIC	ELEMENTARY MUSIC	PLANNING	////////	7-12 BAND	JR HI CHORUS THURSDAYS & FRIDAYS	9-12 CHOIR	STUDY HALL
D Reese	CONSTRUCTION 1 S1 CONSTRUCTION 2 S2	PLANNING	SHOP 9 QOD DRIVER ED QTR 4	MANUFACTURING 1 S1 MANUFACTURING II S2	INDIVIDUAL IT S1 INDIVIDUAL IT S2	////////	DRAFTING 1 S1 DRAFTING 2 S2	7/8 SHOP 8B/7G/8G/7B	TRANSPORTATION	STUDY HALL
H Robison	ACCOUNTING 1	ELEM KEYBOARDING	BASIC BUSINES	BUSINESS/TECH S1 PERS FINANCE S2	CAREERS 9	////////	PLANNING	MS OFFICE S1 MS WORD S2/WK STUDY	WEBSITE S1 WORK STUDY S2	STUDY HALL
S Rodenbaugh	PLANNING	ART	ELEMENTARY ART	ELEMENTARY ART	ART	////////	ART 4	7/8 ART 8G-7B-8B-7G	ART	STUDY HALL
C Samuelson	TITLE	CHILD DEVELOP S1 FOODS S2	HEALTH 9 QOD TITLE READING Q4	TITLE	PLANNING	////////	TITLE	TITLE	TITLE	STUDY HALL
N Straatman	PHYSICS	SCIENCE 9	BIOLOGY 10	ANAT/PHYSIOLOGY S1 MEDICAL TERM S2	SCIENCE 8	////////	PLANNING	CHEMISTRY	ENVIRONMENTAL SCIENCE	STUDY HALL
C Vrbka	AMERICAN HISTORY 8	GEOGRAPHY 7	PLANNING	WORLD STUDIES	AMERICAN HISTORY 11	////////	CRIMINAL JUSTICE MODERN HISTORY	PSYCHOLOGY SOCIOLOGY	JR HI PE	JR HI PE
W BILLETTER	SR SEMINAR	MENTOR	MENTOR	MENTOR	MENTOR	////////	MENTOR	MENTOR	ELEM GUIDANCE	
S FERTIG						////////	CIVICS		JH PE BASKETBALL	JH PE BASKETBALL

## **SCHEDULES - CLASS & LUNCH TIMES 2018-2019**

### **REGULAR DAY: MONDAY-THURSDAY**

1 <sup>st</sup> Period	8:00-8:48
2 <sup>nd</sup> Period	8:51-9:39
3 <sup>rd</sup> Period	9:42-10:30
4 <sup>th</sup> Period	10:33-11:21
5 <sup>th</sup> Period	11:24-12:12
ELEMENTARY LUNCH	11:25
SECONDARY LUNCH	12:12-12:42
6 <sup>TH</sup> Period	12:45 -1:33
7 <sup>th</sup> Period	1:36-2:24
8 <sup>th</sup> Period	2:27-3:15
9 <sup>th</sup> Period	3:18-3:36

### **FRIDAY SCHEDULE**

1 <sup>st</sup> Period	8:00-8:43
2 <sup>nd</sup> Period	8:46-9:29
3 <sup>rd</sup> Period	9:32-10:15
4 <sup>th</sup> Period	10:18-11:01
5 <sup>th</sup> Period	11:04-11:47
ELEMENTRY LUNCH	11:05
SECONDARY LUNCH	11:47-12:18
6 <sup>th</sup> Period	12:21-1:04
7 <sup>th</sup> Period	1:07-1:50
8 <sup>th</sup> Period	1:53-2:36

### **11:50 Dismissal Schedule**

1 <sup>st</sup> Period	8:00 - 8:23
2 <sup>nd</sup> Period	8:26- 8:49
3 <sup>rd</sup> Period	8:52 - 9:15
4 <sup>th</sup> Period	9:18 - 9:41
5 <sup>th</sup> Period	9:44 - 10:07
6 <sup>th</sup> Period	10:10-10:33
7 <sup>th</sup> Period	10:36-11:00
ELEMENTARY LUNCH	11:00
8 <sup>TH</sup> Period	11:03-11:26
SECONDARY LUNCH	11:26-11:50

### **10:00 Late Start**

1 <sup>st</sup> Period	10:00-10:35
2 <sup>nd</sup> Period	10:38-11:13
3 <sup>rd</sup> Period	11:16-11:51
4 <sup>th</sup> Period	11:54-12:29
ELEMENTARY LUNCH:	11:25
SECONDARY LUNCH	12:29-12:59
5 <sup>TH</sup> Period	1:02-1:37
6 <sup>th</sup> Period	1:40-2:15
7 <sup>th</sup> Period	2:18-2:53
8 <sup>th</sup> Period	2:56-3:36

### **1:50 Dismissal Schedule**

1 <sup>st</sup> Period	8:00 - 8:37
2 <sup>nd</sup> Period	8:40 - 9:17
3 <sup>rd</sup> Period	9:20 - 9:57
4 <sup>th</sup> Period	10:00-10:37
5 <sup>th</sup> Period	10:40 -11:17
6 <sup>th</sup> Period	11:20 -11:57
ELEMENTARY LIUNCH	11:25
SECONDARY LUNCH	11:57-12:27
7 <sup>TH</sup> Period	12:30-1:07
8 <sup>th</sup> Period	1:10-1:50

### **10:00 Late Start - Friday**

1 <sup>st</sup> Period	10:00-10:28
2 <sup>nd</sup> Period	10:31-10:59
3 <sup>rd</sup> Period	11:00-11:30
4 <sup>th</sup> Period	11:33-12:02
Elementary Lunch	11:05
Secondary Lunch	12:02-12:30
5 <sup>th</sup> Period	12:33-1:01
6 <sup>th</sup> Period	1:04-1:32
7 <sup>th</sup> Period	1:35-2:03
8 <sup>th</sup> Period	2:06-2:36

## ENTERING THE BUILDING

All doors to the building, with the exception of the main entrance, will be locked at all times during the school day. Students will enter the building in the morning only through the main entrance. Students who leave at any time during the day shall exit only through main entrance after signing out and will return to school through the same entrance and sign back in on the student log book. During the school day, with teacher supervision, elementary students will be able to go out to the playground through the east elementary doors and the south elementary doors, which will lock behind them. Teachers will have keys to enter the building after recesses. All parents and visitors must enter the building through the main entrance and check in with the receptionist in the foyer before going anywhere in the building.

## ARRIVAL AT SCHOOL/DISMISSAL FROM SCHOOL

Students are expected to arrive at school no more than 20 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of the students.** Students arriving before this time may sit in the foyer area and wait. Students will not be permitted to enter earlier unless the principal determines it to be necessary.

Students who eat breakfast will enter the lunchroom through the East Gym and, if finishing prior to the bell will return to the East gym and be seated. Students not eating breakfast will go to the East gym and be seated.

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

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

## VISITORS

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.

### Preschool Visitors

Parents are always welcome in our preschool; however, we ask that you contact the classroom teacher to schedule a time that is appropriate. It is asked that you do not bring younger siblings or other relatives without permission from the classroom teacher.

## **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.

## **CLOSED CAMPUS**

The school campus is a closed campus. All students shall remain on the school campus during the hours that school is in session unless released by the building principal or building principal's designee. The building principal or designee will release a student only upon confirming that the student has permission from a parent or an authorized adult.

## **MEALS**

1. Breakfast
  - a. Breakfast will be available to all students Monday through Friday
    - i. K-12 Breakfast price: \$1.25
2. Lunch- Students are expected to participate in the school lunch program or bring a sack lunch from home.
  - a. Hot Lunch Program
    - i. PreK-6 Lunch Price: \$2.30
    - ii. 7-12 Lunch Price: \$2.80
    - iii. Adult Lunch Price: \$3.65
3. Meal Accounts
  - a. Students are expected to keep their meal accounts paid. Parents are encouraged to send money in advance.
  - b. Account information can be accessed on PowerSchool. Please use your login and password to check balances and transactions.
  - c. Meals may be put on credit for a maximum of 5 days. Service may be interrupted if accounts are not paid.
  - d. Accounts can be paid in the main office.
4. Nutritional Guidelines
  - a. The school is committed to providing a school environment that enhances learning and the development of lifelong wellness
  - b. Food providers will take measures to ensure that student access to foods and beverages meet federal, state and local laws and guidelines.
  - c. Food providers will offer students a variety of age appropriate healthy food and beverage selections for all students.
5. Lunch Room Expectations
  - a. Students are expected to eat lunch in the cafeteria each day.
  - b. Pop and soda are not allowed at lunch time.
  - c. Students are not allowed to share their meals.
  - d. Secondary students are allowed to leave the cafeteria and enter the East gym once

they have finished eating lunch. During lunch time the secondary students may use the junior high locker room restrooms and obtain library passes if needed. Secondary students are permitted to use their cell phones while in the East gym during lunch time.

### **SEVERE WEATHER AND SCHOOL CANCELLATIONS**

The Superintendent may close the school in case of severe weather or other emergency conditions. Local news media will be notified when inclement weather warrants such action.

Decision to Close Schools 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 to the news media and via the messaging system when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, 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 notice will be broadcast by the media and the school's messaging system. **Parents should have a plan in place to accommodate these circumstances.**

Parental Decisions **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day.

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.** Tornado safety procedures are practiced regularly by students and staff members. Parents are urged not to call radio and television stations or the school during severe weather.

### **STUDENT ILLNESS**

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Parents must provide the school with emergency contact information for each child enrolled in the district. The information sheet should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

# **ATTENDANCE AND ENROLLMENT**

*"School success is 90 percent showing up; the other half is mental." Yogi Berra*

Research on policies and practices that effectively encourage regular student attendance share some key components:

1. Education of parents regarding school attendance requirements.
2. Effective policies and practices to monitor attendance.
3. Clear definition of excessive absenteeism and a two-stage response to excessive absences.

The board has considered this educational research and used it to create the following policy on Compulsory Attendance and Excessive Absenteeism.

## **REQUIRED ATTENDANCE**

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to dis-enroll pursuant to this policy.

### **MANDATORY ATTENDANCE AGE**

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child.

### **DISCONTINUING ENROLLMENT - 5 YEAR OLD STUDENTS**

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form, which is attached to the Board policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

### **DISCONTINUING ENROLLMENT - 18 YEAR OLDS**

Only children who are at least 18 years of age may be dis-enrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form that is attached to the Board policy. The district will follow the procedures outlined on the attached form in considering requests to dis-enroll.

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

## **ATTENDANCE OFFICER**

The principal is designated as an attendance officer for the district. The principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the principal or designee.

#### **EXPECTATIONS FOR REGULAR ATTENDANCE**

1. Students are expected to attend every class, every day.
2. The only "excused" absences shall be:
  - a.) Absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student is so physically or mentally ill that attendance impracticable or impossible;
  - b.) Severe weather;
  - c.) Student attendance at a school-sponsored activity;
  - d.) Student has been suspended or expelled from school by the school district;
  - e.) Absences required by law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district; and
  - f.) Attending a funeral of a family member.
3. All other absences, including absences for minor illnesses, family events, routine medical appointments are simply "absences."

#### **When students are absent from school, district staff will respond as follows:**

##### First Stage Response to Absences

1. A member of district staff will contact parent via telephone for every absence if the parent has not contacted the school in advance.
2. After a student's fifth unexcused absence in any given semester, the school's attendance officer will contact the parents in writing.
3. After a student's seventh unexcused absence in any given semester, the school's attendance officer will schedule a meeting with the student's parents or guardians. That meeting will be documented on the attached form.
  - a. This meeting must be attended by attendance officer, parents, social worker or principal, and the student (if appropriate)
  - b. The meeting shall be documented
  - c. The meeting shall develop a collaborative plan to assist the student in improving his/her attendance

##### Second Stage Response to Absences

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer will file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer must file a report with the appropriate county attorney.

#### **ABSENTEEISM**

Parents must call the school in advance when possible about an absence. In cases of unexpected absences, such as illness, parents are to call the school and give the reason for the absence no later than 8:30 A.M. All absences due to illness without a doctor's note will simply just be an "absence". Notes from parents or guardians are not acceptable. Personal communication is required for all absences.

Procedure for Planned Absence:

1. Parents must call the school for notification at least two days in advance to allow the student to complete make-up work. Make-up slips will not be used for absences of 2 periods or less, but will be used for all other pre-planned absences. All trips to State Activities, District Activities and Conference Activities as spectators will be considered as pre-planned and will require a completed make-up slip prior to leaving the building for the activity. This will still count as an absence.
2. The student will then obtain a make-up slip from the office, which will be presented to the teachers for work to be done before the student leaves. The teachers will not be allowed to give out homework to be done prior to an absence without receiving a make-up slip from the student.
3. When the student has either finished the work or has made arrangements with the teacher about when the work is due, the teacher is to sign the blank for that class.
4. When all work is finished or arranged for by the student and all teachers sign the slip, the student will take the make-up slip to the Office prior to leaving. If a student loses a make-up slip, he/she is to obtain a duplicate from the Office. If the duplicate is lost, the student may undergo disciplinary action.
5. If a student fails to turn in a make-up slip to the Office prior to the student's absence, the requirements will not be fulfilled and the time for each class for which work was not done will be made up after school. When the work is not made up prior to leaving, the teacher may either: (A) give the student a 0% for the assignments missed and deny the student the opportunity to make up the work, or (B) allow the assignments to be completed and give the student credit for the work. In the case of a school activity, the student may not be allowed to go on the activity trip if the work is not completed satisfactorily prior to leaving, dependent upon the teacher's request. Make-up slips for school activities must be returned to the principal's office by the time noted on the make-up slip. In most cases, make-up slips will be due 1/2 day prior to the time students will leave for an activity. This will allow sufficient time to notify students and parents if a student will not be allowed to attend the particular activity because of an unsigned slip. For other absences, which call for preplanning, such as district events for non-participants, state events for non-participants, which are allowed by the handbook, make-up slips will not be issued the day of the event. Students and parents must plan in advance in order to obtain a make-up slip, which is completed prior to the event. (Note): When a student is checked out for an activity and then the activity is either canceled or the students return sooner than planned, all students will go to classes that are normally scheduled for the student that day unless other permission is given.

Procedure for Unplanned Absence:

1. Parents must call the school as soon as possible to notify the Office that the student will be absent.
2. Upon returning to school after the absence, the student will make his/her own arrangements with the teacher of each class missed to make up and turn in the work due. No make-up slips will be issued from the principal's office. Make-up work shall be defined as only those



assignments, which were given by the teacher while the student was absent. Work, which was assigned before the student was absent, will be due immediately upon the return of the student to school, unless excused by the teacher. This includes test, reports, etc. When a student is absent due to an unexpected occurrence, such as illness or a family emergency, the student shall have twice the amount of time missed to make-up any work, which was assigned while the student was gone. In the case of a 1/2 day absence, the student has two 1/2 days or 1 full day to complete the work. If the work is not completed within the prescribed time, teachers may give a "0" to the student for the work not completed. It is the student's responsibility to see that the work is completed on time. Reviews for tests the day before an exam may be considered homework if any new material is presented. Teachers are to be cautious when utilizing teacher-directed reviews, as absent students may be put at a disadvantage. Reviews, which are not teacher-directed, such as student study during the class period, are recommended. The teacher is then responsible for any disciplinary action for work not done or turned in upon request.

### **Absenteeism Definitions**

#### "Excused Absence"

- a.) Absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student is so physically or mentally ill that attendance impracticable or impossible;
- b.) Severe weather;
- c.) Student attendance at a school-sponsored activity;
- d.) Student has been suspended or expelled from school by the school district;
- e.) Absences required by law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district; and
- f.) Attending a funeral of a family member.

#### "Absence"

- a.) Absences where the school has been notified in advance by parents.  
Ex: minor illness, family vacations, and appointments without a doctor's note

#### "Unexcused Absence"

- a.) Absence when a student is gone from school and the school has not been notified.
- b.) Tardies are considered "unexcused absences".
- c.) Unexcused absences will result in detention or suspension at the discretion of the administration.

Students may leave the building during school hours only with the permission of the Administration and must check out at the Office prior to leaving the building. When returning to the building after a morning illness or a brief absence during the day, the student must check in at the Office prior to returning to class. If permission is not granted, the student will be considered unexcused and the provisions for such absences shall apply.

The determination of the type of absence and the disposition of any penalty shall be the sole responsibility of the Administration. Teachers, students, and parents may appeal the decision to the Superintendent and through the Superintendent to the Board of Education. The Administration is not liable for any untruth by the parent or the student, even if it may be commonly known that the absence was falsified. Should this occur, the Administration reserves the right to investigate further.

### **ABSENTEEISM CONSEQUENCES**

There are limits on the number of absences, which a student can incur during each semester of attendance. Following are the guidelines for those limits and the consequences for exceeding such limits: Note: Absences for participation in school-sponsored activities are not included in the accumulation of absences. However, absences for spectator purposes are included in the accumulation of absences. Absences of more than 1/2 time of the period shall count as a full class period absence.

Students who miss 10% or more of any class period during each semester will be required to take a comprehensive exam in that class. Following are the grading requirements for a comprehensive exam:

Secondary Students, Grades 7-12: Any student taking a comprehensive exam due to absences, a grade of 70% is required for passing. If a student fails a comprehensive exam, he/she will not be allowed to retake the test. The failed exam score will be averaged in to the final grade by counting the semester average prior to the exam 4 times, add the comprehensive exam grade and divide by 5. A comprehensive exam with a score of 70% or higher indicates that the student has successfully completed the class. Teachers will not record the grade for a passing exam.

Excessive absence can lead to suspension and expulsion.

### **INELIGIBLE STUDENT ATTENDANCE**

The Loomis Board of Education expects all students to be in school every day that school is in session unless excused. The administration shall determine the validity of all excuses and shall reserve the right to accept or reject any excuses that do not meet the regulations and specifications established in administrative rules and regulations. Students who are academically ineligible for activities or who are maintaining a failing grade in any subject will remain in school to meet his/her obligations to improve his/her grade and classroom participation. The Loomis Board of Education believes those students who are ineligible or failing a subject should not be allowed to miss school for non-participatory reasons. Therefore, it shall be the policy of the Loomis Public School, District 69-0055, that any student who is ineligible or maintaining a failing grade in any subject as deemed according to existing policy and regulation, shall not be excused from school for any non-participatory activity, including student manager positions or other non-playing duties, other than classroom activities which the total class attends. If an ineligible student does attend, the absence shall be deemed unexcused and time will be made up. Classroom activities do not include Prom decoration; Senior College visits on an individual basis, nor any extra-curricular team or group event held during the school day.

### **TARDY STUDENTS**

When a student is tardy, he/she must get a pass from the Office before going to class. Any student who accumulates 3 tardies in a semester will be disciplined by having a detention for all tardies beginning with the 3rd tardy and each tardy thereafter and said infraction will be noted in the student's disciplinary file. Excessive tardies may be cause for suspension or expulsion.

### **PASSES**

Students are not allowed to leave an assigned room to get a pass to see another teacher. The student must have the pass before asking to leave the class room, therefore, advance planning is necessary. Students are not allowed a pass to go to lockers after class has started. If a teacher detains a student between classes the student must have a pass excusing the tardiness when he/she enters the next class. It is the student's responsibility to obtain this pass.

When a student has been absent part of a school day and returns; has been at school, left the building and then returned, or has come to school late, he/she will be required to go to the Office to get a pass in order to be readmitted to class. Students must sign in and out on the sheet in the Office whenever they leave or re-enter the building if they leave or re-enter after the time school starts until school ends. This includes lunch for those students who live in town. Failure to sign in and out will result in an unexcused absence.

## ADMISSION REQUIREMENTS

### Immunizations

1. General Rule
  - a. Each student wishing to enroll in the school district is required to be immunized against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus, hepatitis and varicella (chicken pox) prior to enrollment.
  - b. The district is not responsible for the cost of such immunizations.
  - c. Any student who does not comply with this policy shall not be permitted to continue attending school.
  
2. Exceptions
  - a. Provisional Enrollment.
    - i. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.
  - b. Immunization shall not be required if the student's parent or guardian submits one of the following to the superintendent of schools:
    - i. A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household.
    - ii. An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.
  - c. Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

**Summary of School Immunization Rules and Regulations For 2018-19 School Year**

Student Age Group	Required Vaccines
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 1st 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.

### **Birth Certificate**

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.

### **Eye Examinations**

The parent(s) or guardian(s) of (1) all incoming students in the beginner grade (Kindergarten) and (2) all out-of-state transfer students must provide evidence of a vision examination by a qualified vision health care provider.

They must provide evidence of the vision examination within six months prior to entrance. The health care provider must test the student for amblyopia, strabismus and internal and external eye health, with testing sufficient to determine visual acuity.

Any parent(s) or guardian(s) who object to a vision examination must submit a signed and dated refusal form to the school. Parents or guardians who wish to receive information regarding free or reduced-cost visual evaluations may contact Kids Connection at (877)-NEB-KIDS or the Nebraska Optometric Association at (800) 766-4466.

### **Physical Examination**

The following students shall provide evidence of a physical examination by a qualified health care provider:

- all incoming students in the beginner grade;
- students in seventh grade; and
- all out-of-state transfer students.

Evidence of a physical examination must be dated no more than six months prior to entrance or within sixty days after enrollment. If the student's parent(s) or guardian(s) object to a physical examination, they must submit a signed and dated refusal form to the school.

### **PART-TIME STUDENTS**

Students must be enrolled in Loomis Public School on a full-time basis. But, a student can be considered part-time based on the information below.

A student may be permitted to enroll on a part-time basis pursuant to board policy and applicable regulations when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a part-time basis; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who resides in the school district but attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

**Application for Enrollment.** The parent or guardian of an exempt school student who is of appropriate age to attend school, resides in the school district, has not graduated from high school, and has not received a graduate equivalency diploma must meet all of the district's admission and registration requirements and file an application for enrollment on forms provided by the school district by August 1<sup>st</sup> of the year of enrollment. For second semester high school courses, the application must be filed by December 15<sup>th</sup>. For students who move into the district mid-semester, the application and registration process must be completed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one year to the next, and the parent or guardian of an exempt school student must apply for enrollment each school year.

**Capacity.** The enrollment of exempt school students is subject to the capacity limitations established by the district for grades, classes, courses, and programs. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

Capacity limitations are included in the Option Enrollment Resolution determined by the Board of Education.

**Placement of Students.** Exempt school students shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

**Grades and Academic Honors.** Part time and exempt school students shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements for such including earning a sufficient number of credit hours and semesters of attendance.

**Applicability of School Rules.** Exempt school students are subject to all rules and regulations of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and teaching personnel. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course or course-related activity unless the course or course-activity requires their presence or the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

**Extracurricular Sports and Activities.** Exempt school students may participate in extracurricular sports and activities if the NSAA requirements are met. A student who is enrolled in 20 semester credit hours will be permitted to participate in extracurricular activities.

**Transportation.** Exempt school students are not entitled to transportation or reimbursement for transportation.

## OPTION ENROLLMENT

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for insuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

### Definitions

- **Option Student** Option student shall mean a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- **Resident School District** Resident school district shall mean the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- **Option School District** Option school district shall mean the school district that a student chooses to attend other than his or her resident school district.

**Persons Entitled to Apply for Option Enrollment of Students.** Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.

**Duties, Entitlements and Rights of Option Students.** Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.

### Standards for Acceptance or Rejection of Option Students:

**Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, projected number of students with which the option school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.

**Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, declare a program, a class, or a school unavailable to option students due

to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.

**Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:

- Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
- Would require the procurement of new equipment, technology, or furnishings;
- Would cause or require the rearrangement of caseloads for staff and contracted professionals;
- Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
- May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

The school district shall accept an option student with a disability only to the extent that the school district's then current staff and facilities are sufficient to accommodate the student's needs without significantly increasing the operating costs of the school district, such as by requiring the hiring of new staff.

The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.

If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:

1. Students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
2. Thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.

**False or Misleading Option Applications.** If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.

**Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.

**Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.

**Procedure for Students Optioning Into or Out of the School District.**

1. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school

years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.

2. On or before April 1<sup>st</sup>, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

### **Late Applications and Requests for Release**

The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15<sup>th</sup> under the following conditions:

- When the district has already entered into contracts with teaching staff for the following school year;
- When the district has already contracted for the performance of specific services for the student;
- When the release of the student would have a negative financial impact or loss of revenue for the district.

The board of education will approve late applications to option into the district under the following conditions:

- When the resident district has released the student;
- When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;
- The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15<sup>th</sup> no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

### **Students Who Do Not Need a Release from the Resident District**

A student does not need to be released from his/her resident district under the following circumstances:

- When the student has relocated to a different resident school district after February 1
- When a student's option school district merges with another district effective after February 1

The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

### **Cancellation of Option.**

Students who option either into or out of the school district shall:

1. Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.
2. Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the



end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

**Authority of Superintendent.**

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

**ENROLLMENT IN KINDERGARTEN**

Beginning with the 2013-14 school year, a child must reach the age of five on or before July 31<sup>st</sup> of the calendar year to be enrolled in kindergarten. The school district will enroll a child who will reach the age of five between August 1<sup>st</sup> and October 15<sup>th</sup> of the year of enrollment if the parent or guardian requests such enrollment and provides an affidavit stating:

- i. the child attended kindergarten in another jurisdiction in the current school year; or
- ii. the family anticipates relocating to another jurisdiction that would allow admission within the current year; or
- iii. the child has demonstrated through recognized assessment procedures approved by the board that he or she is capable of performing the work of kindergarten.

The recognized assessment procedure(s) approved by the board is the [Developmental Test of Kindergarten Readiness - Second Edition (DTKR-II) by ProEd] [Kindergarten Readiness Test (KRT) by Scholastics].

The board delegates to the elementary principal responsibility for determining whether the conditions of this policy have been met.

# ACADEMIC ACHIEVEMENT

## ACADEMIC INTEGRITY

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.

### **Definitions**

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

"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:

Tests (includes tests, quizzes and other examinations or academic performances):

- Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before test is distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
- Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
- 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.
- Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
- 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.

Papers (includes papers, essays, lab projects, and other similar academic work):

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

"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:

- 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.
- 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.

"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.

### **Sanctions**

The following sanctions will occur for academic integrity offenses:

Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or a project at a level meeting minimum performance standards, the instructor will assign a grade which the

instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.

- **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.
- **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.

### **COURSE PREREQUISITES**

Courses that call for prerequisite courses are listed below. The teachers in each department may waive prerequisites in order to allow students to take other courses. (Required courses are not listed.)

<u>Course</u>	<u>Prerequisite Course</u>
Geometry	Algebra I
Algebra II	Algebra I
Calculus	Algebra I, Geometry, Algebra II
Spanish II	Spanish I
Spanish III	Spanish II
Chemistry	Algebra II or taking Algebra II
Anatomy/Physiology	Algebra II
Physics	Algebra II or taking Algebra II (Juniors with Teacher Approval)
Environmental Science	Required for Juniors who are not taking Chemistry. May also be taken by Juniors who are in Chemistry and Seniors. Limit of 14 students.

### **GRADUATION REQUIREMENTS**

Requirements for graduation from Loomis High School shall be based on four years of high school work with a minimum total of 240 semester hours passed. The semester hours passed must include the minimum in the following areas of study:

#### **Semester Subject Hours**

45	English (Juniors will be required to take 1 semester of Speech at some time during their high school career.)
30	Social Studies (including American Government, American History, Geography and World History)
30	Mathematics (Every Junior must be in at least one math class)
30	Science (Every Junior must be in a Science Class)
10	Practical Arts (Home Ec., Shop, Business)
10	Fine Arts or Physical Education
85	<u>Electives</u>
<b>240</b>	<b>TOTAL HOURS</b>

## ACADEMIC CREDITS AND GRADUATION

The district shall accept credits toward graduation that were awarded by an accredited school district, and shall award a diploma to an option student if the student meets the district's graduation requirements.

## COMMENCEMENT CEREMONY

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

All students who are enrolled as members of the senior class at the end of a school year, whether students in the regular education curriculum or students with individual education plans, shall be eligible to participate in the ceremony regardless of whether they have completed all graduation requirements. A student may participate in only one ceremony. Being permitted to participate in the ceremony does not constitute graduation, and only those students who have completed all graduation requirements prior to the ceremony will receive a diploma.

## SENIOR RECOGNITION

The school district will recognize the outstanding academic achievement of its graduating seniors in the following manner:

**Valedictorian-** The student who attains the highest average for four years (8 semesters) of high school work shall be designated as Valedictorian.

**Salutatorian-** The student with the second highest average for four years (8 semesters) of high school work shall be designated as Salutatorian.

All courses, which are graded using percentile grades, will be included when figuring the total average. Grades that are not percentile grades will not be included in the G.P.A. Grade Point Average is figured using a formula based on the number of credit grades earned.

**To be eligible for Valedictorian or Salutatorian, a student must complete at least two (2) of the following courses: College Prep English, Chemistry, Physics, Anatomy & Physiology, or Pre-Calculus**

Students will be graduated with "Academic Distinction" if they have earned an accumulative G.P.A. that falls between 93% and 100% for all courses taken in grades 9-12.

## CLASS RANK

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

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

Students who transfer into the school district in middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who

has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

### **HONOR ROLL**

To make Honor Roll, students must have an academic average of 93%. Students need an average of 90%-92% to earn Honor Roll Honorable Mention. All courses which are graded using percentile grades, will be included when averaging the Honor Roll. Honor Roll is figured using a simple average.

### **NATIONAL HONOR SOCIETY**

The National Honor Society chapter of Loomis Public School is a duly chartered and affiliated chapter of this prestigious national organization.

#### **Admission to the National Honor Society**

Membership is open to those students who meet the required standards in four (4) 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 our local chapter needs. Students are selected to be members by a five (5) member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each semester.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have and maintain a cumulative grade point average of 90% or higher. Those students who meet this criterion are invited to complete a Candidate Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the Faculty Council will carefully review the candidate forms and determine membership based on the candidate's service activities, character, and leadership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings when and as scheduled and participation in the chapter service projects(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the school counselor or principal.

#### **Removal from National Honor Society**

A student may be removed from the NHS by action of the principal upon a determination by the principal that the student:

Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;

Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the principal's decision to the superintendent by giving written notice of appeal to the superintendent within ten calendar days of receipt of the principal's removal decision. The appeal procedures shall be established in the discretion of the superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the superintendent on the appeal shall be final.

### **DISTINGUISHED SERVICE AWARD**

The Distinguished Service Award is an award given to Loomis Public School seniors during the graduation ceremony. We encourage all of our high school students to live a life of service and take positive action that changes the world around them. Students are asked to document all volunteer service hours and submit the hours to the principal. Students documenting 40 hours or more during their high school career will be honored as a Distinguished Service Graduate during the senior graduation ceremony.

### **SUMMER SCHOOL**

The school district may conduct a summer school program to provide additional educational opportunities for students who need remedial instruction and/or to enrich students' educational experiences. Students may earn credit toward high school graduation that may result in a revision of class placement in the high school, but such advance placement is not guaranteed.

### **HOMEWORK**

Homework consists of assignments made by teachers that students must complete during non-class time. Homework is intended to ensure student learning of certain concepts and/or skills found in the written and taught curriculum.

Teachers are encouraged to assign homework and must use their professional judgment in determining the length, difficulty, and student readiness to proceed with homework assignments. Homework assignments shall be kept minimal on Wednesday nights, which is traditionally considered "family night" in the community.

### **GRADES**

The school will report student grades and/or academic progress to parents at least four times per year. The superintendent or his/her designee shall develop and implement student-grading guidelines to be used by teachers. The objective of grading guidelines shall be to quantify and report the academic achievement of each student.

A student's academic grade shall not be reduced because of disciplinary reasons. This policy shall not apply when a student's grade is reduced because of work the student missed because of an unexcused absence, during a suspension or dismissal period.

The grading system is as follows:

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

Grades will be recorded as numerical percentages. Credit is normally earned in courses by considering the student's averages for individual semesters.

Students who miss 10% or more of any class period during each semester will be required to take a comprehensive exam in that class. Any student, grades 7-12, taking a comprehensive exam due to absenteeism will be graded as follows:

- A grade of 70% is required for passing.
- If a student fails a comprehensive exam, he/she will not be allowed to retake the test.
- If the student passes the test they have fulfilled the requirements for completing the class.
- If the student fails the comprehensive exam, then the teacher must average it into the final grade by counting the semester average prior to the exam 4 times, add the absence exam grade, and divide by 5.

The Board and Administration understands that chronic health problems, illness and accidents can lead to an accumulation of absences. Any illness or accident recovery, medical appointment, counseling session or therapy session which causes missed class periods shall be exempt only with an approved doctor's statement for those absences. If no doctor's statement is provided, those absences will be included to determine if a student must take a semester comprehensive exam. Therapy, counseling and other non-emergency appointments should be scheduled after school hours whenever possible and the student must submit an appointment slip signed by the visited medical office. Any student who misses more than 10% of a class period in any class after excused absences shall be subject to a comprehensive exam in that class.

All absences from school will be counted towards a comprehensive exam except for absences where a doctor's note can be presented or attendance at a funeral of an immediate family member. All other absences will be counted.

#### **INCOMPLETES**

No incompletes will be given at the end of the semester. Final grades will be the average with all missing grades averaged as a "0". The teacher has the right to adjust the grade later.

#### **REPORTS TO PARENTS**

A semester grading system will be used. Report cards will be issued at the end of both semesters. The teaching staff and administration are always willing to discuss with parents and students the progress of the student's work.

The teachers and administration may contact parents by email, phone, school visitation or home visitation. The teachers will notify parents about unsatisfactory student work promptly and prior to the end of a grading period.

#### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences will be held during the 1st quarter and the 3rd quarter. 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.

#### **RETENTION AND PROMOTION**

The Loomis Board of Education is extremely concerned with the proper placement of all students within the system. The prime concern in decisions concerning promotion and retention will be the placement of students in grade levels or educational settings, which are appropriate for the student's level of development.



A multidisciplinary team, consisting of the principal, student's grade level teacher or teachers, and the Guidance Counselor will determine the feasibility of promotion or retention based upon the following guidelines:

- The student's ability (according to Achievement Test Scores) in comparison to the grades the student has earned.
- Level of skills achieved by the student (as observed by the staff) concerning readiness for the next grade level.
- A review of the previous record of retention or promotion and a study of chronological age in relationship to achievement. The team will meet to discuss all the factors listed above, and the parents of the student will be asked to attend. The decision made by the team may be appealed to the Superintendent of Schools, and through the Superintendent, to the Board of Education.

Retention is not to be considered punishment or socially demeaning. It is an attempt to properly educate the youth of the Loomis School District and will be used only when necessary to insure educational attainment by students. Teachers who work directly with the student will be closely monitoring the progress of all students under their direction and advance notice of problems in the classroom will be directed to the parents when necessary.

#### **Retention and Promotion Guidelines**

Pupils may be retained at any grade level, based upon the following criteria:

- No teacher may retain a pupil, or promote the pupil on a trial basis without first utilizing the Multi-Team approach. Parental input will be secured.
- In all instances of retention, the child's parents must have been kept informed by the classroom teacher(s). The cooperation of the parents must have been sought throughout the year in order to help the student.
- The classroom teacher must have kept a record in order to have evidence that the teacher contacted the parents and attempted to secure their cooperation in the academic pursuit of the student.
- Parents must be informed as soon as feasibly possible, that retention may be a consideration.
- A child who has been promoted on a trial basis may be demoted upon reaching the subsequent grade if he/she cannot do the work. Again, the Multi-Team approach will be used to make this decision.

#### **Retention in Grades 7<sup>th</sup> and 8<sup>th</sup>**

Loomis Board of Education and Administration believe that retention in grades 7 or 8 can be helpful to some students and will occur when necessary. While the grades earned in all of the courses taken will be considered, courses that will be cause for staff members to meet to decide upon promotion or retention are: Math, Science, English, and Social Studies.

If a student fails any semester of any one of the courses listed above, a committee shall meet to make a recommendation concerning the promotion or retention of that student. The members of this committee shall be the student's teachers of the classes failed, the principal, counselor, and **any other attendees the Committee deems necessary**. Students and parents may appeal the decision of the committee to the Superintendent and then to the Board of Education.

#### **SCHEDULE CHANGES**

Students needing schedule changes should notify the principal. Schedule changes must be initiated by the teachers involved, the principal or counselor. Final approval of all schedule changes will be made by the principal only.

## **SUPPLEMENTAL REPORTS**

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work that needs improving. These reports will be sent as the teacher determines appropriate.

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

## **STUDENT SUPPORT SERVICES AND PROGRAMS**

### **NOTICE OF NONDISCRIMINATION**

The Loomis Public School does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a grievance using the district's grievance procedures.

Inquiries regarding compliance may be directed to the superintendent or to the district's Title IX and/or Section 504 Coordinator.

### **SCHOOL LUNCH PROGRAM**

The school district will make a hot lunch program available to students. The cost of the service will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, One Petting Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov). USDA is an equal opportunity provider and employer.

### **GUIDANCE SERVICES**

Loomis Public School employs a counselor for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

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

Please include emergency daytime phone numbers on your child's enrollment sheet so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office 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. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

#### **Prescription Medication**

- Parents/guardians must complete the "Physician's Request of Administration of Prescription Medication by School Personnel" form annually.
- Parents/guardians must provide their own written permission for the administration of the medication annually. Changes to medication must be updated immediately as they occur.
- The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

#### **Non-prescription Medication**

- Parents/guardians must provide written permission for the administration of the medication annually.
- The medication must be brought to the school in the manufacturer's container.
- The container must be labeled with the child's name and with directions for provision or administration of the medication

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

## TRANSPORTATION SERVICES

The school district will provide transportation on each day school is in session to the students who reside in the district and qualify for transportation according to the district's transportation plan. The families of students who will not be provided transportation pursuant to the district's plan or who must drive students to a pick-up point will be reimbursed according to statute if they qualify for such reimbursement.

The district will provide transportation to tuition students in accordance with the contract provisions, if any, for services from the contracting districts.

Bus services shall be organized to provide school transportation service to eligible students based on safety, efficiency, adequacy and economy. Students living inside the Loomis city limits will not be eligible for bus service.

Bus routes shall be determined by the Administration.

Students who are not eligible for bus transportation, such as town students, may ride the bus with an eligible student with permission from parents and administration. However, non-eligible students cannot be transported for activities such as music lessons, daycare, etc.

The bus will remain at school for seven minutes after the last dismissal bell and no longer than three minutes at each stop on the route.

## **SCHOOL WELLNESS PROGRAM**

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness.

### **Goals for Nutrition Education**

- a. The health curriculum will include information on good nutrition and healthy living habits.
- b. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.

### **Goals for Physical Activity**

- c. The physical education curriculum shall include instruction on physical activity and habits for healthy living.
- d. Students will be encouraged to engage in physical activities throughout the school day.
- e. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

### **Goals for Other School-Based Activities Designed to Promote Student Wellness**

- f. Students will be provided sufficient time in which to eat school-provided meals.
- g. The district's lunchrooms will be attractive and well lit.
- h. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.

### **Nutrition Guidelines**

- i. Food providers will take measures to ensure that student access to foods and beverages meet federal, state and local laws and guidelines.
- j. Food providers will offer students a variety of age appropriate healthy food and beverage selections for elementary schools, middle schools and high schools.

### **Community Advisory Committee**

- k. The superintendent of schools shall create a community advisory committee which will include at least one member from each of the following groups: parents, teaching staff, food service staff, students, and the community at large.
- l. The committee will meet at least twice during the school year. The district's head cook will chair the committee.
- m. The committee will review this policy, suggest possible revisions, and submit its suggestions to the board of education.
- n. The head cook is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The head cook will submit a report to the board on the district's progress in implementing this policy.

### **PARENTAL INVOLVEMENT IN EDUCATION PRACTICES**

The school district recognizes the importance of parental involvement in the education of their children. To ensure such rights, parents will be:

1. Provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district.
  - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. In the case of secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
  - a. Parents are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity.
  - b. Parents may request permission to attend counseling sessions in which their child is involved.
3. Permitted, within district procedures, to ask that their children be excused from testing, classroom instruction, surveys and other school experiences that parents find objectionable.
  - a. Building principals will excuse a student from any single school experience at the parent's written request.
  - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Informed through the student handbook of the manner that the district will provide access to records of students.
5. Informed of the standardized and criterion-referenced district-testing program. Parents may request additional information from the building principal.

6. Notified of their right to remove their children from surveys prior to district participation in surveys.
  - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
  - b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.

### **SPECIAL EDUCATION SERVICES**

All children, regardless of their handicapping condition, are entitled to a free appropriate public education and an equal opportunity for education according to their needs. The district will follow the rules and protocols created by the Nebraska Department of Education and the United States Department of Education in identifying, evaluating, verifying and serving students who may be entitled to rehabilitation or special education services.

The school district shall provide special education and rehabilitative services only to children with verified disabilities and qualifying conditions.

#### 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 Students With Disabilities Are 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.

#### Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are 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. Parent 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. Specialized 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. The IEP team will make determination of a student's educational placement.

Written notice shall be given to parents in 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. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>.

## **PARENTAL INVOLVEMENT IN THE TITLE I PROGRAM**

The school district will jointly develop with parents a School-Parent-Student Compact that outlines shared responsibility for improved student academic achievement.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parental involvement in the Title I program. Parental Involvement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, type and extent of participation, parental input in educational decisions, coordination and integration with other district programs, and evaluations of progress. This information may be included in the annual Title I Individual Education Plan (IEP) for the student.
3. Opportunities for parent involvement activities, such as training on ways to support children's learning. This opportunity may include, but is not limited to, attendance at the annual Nebraska State Title I Parent Involvement Conference. The goal of these parent

activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, and parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

The policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parental Involvement Policy, and the Board will either (1) alter the policy and adopt it as altered, or (2) reaffirm the policy, following a public hearing.

#### **SECTION 504: STUDENTS WITH DISABILITIES**

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's 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. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation of eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.



9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

#### **NOTICE OF PARENTAL RIGHTS**

The Family Education Rights and Privacy Act (FERPA) provides parents and guardians certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the day the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If you believe one of your student's records is inaccurate, you should write the school principal, clearly identify the part of the record you want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested, it will notify you of the decision and advise you of your right to a hearing regarding the request for amendment.

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children.

Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if it were disclosed. For example, an athletic program that lists the names of team members and their heights and/or weights and an academic program that lists the names of students receiving academic awards both contain directory information. So do other school district publications and the district's web site.

Directory information about your student(s) can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless parents

have notified the school district that they do not want this information disclosed without prior written parental consent.

**You have two options:**

**If you DO NOT OBJECT** to the disclosure of directory information about your student, you do not need to do anything.

**If you OBJECT** to the disclosure of any directory information about your student, you should write a letter to the principal at the building where your student(s) attend(s) school. This letter should specify the particular categories of directory information that you do not wish to have released about your child or the particular types of outside organizations to which you do not wish directory information to be released.

**Non-directory Information.** Please be aware that all of the other personally identifiable information about your student(s) that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except: (1) in accordance with the provisions of FERPA and regulations, (2) in accordance with state statutes and regulations, or (3) in accordance with your written instructions.

**Internal Use of Information.** Whatever choice you make, the school district will be able to use this directory information for internal school purposes and to share it with other education institutions in accordance with law.

**Transfer of Records Upon Student Enrollment.** Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform you when it makes a disclosure under this provision.

**Complaints.** You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**ROUTINE DIRECTORY INFORMATION**

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Participation in activities and sports
- Degrees and awards received
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet

- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information does not include a student's social security number.

### **TITLE IX - SEX EQUALITY IN THE EDUCATION PROGRAM**

The district prohibits discrimination on the basis of sex in any educational program or activity except when it is necessary to accomplish a specific purpose that does not impinge upon essential equality or fairness in the treatment of students or employees. Employees are required to comply with this policy and the subsequent rules and regulations, as well as with Title IX of the Education Amendments of 1972 and the regulations of the U.S. Department of Education as applicable to this district.

The district's Title IX Coordinator is the High School Athletic Director. The Title IX Coordinator may be contacted at (308) 876-2111, or at [drew.billeter@loomiswolves.edu](mailto:drew.billeter@loomiswolves.edu) or in person at 101 Bryan Street, Loomis, NE.

The Title IX Coordinator shall administer, coordinate, and publish this policy, together with any rules and regulations, to all students, parents, and other interested groups and associations. The Title IX Coordinator shall report annually to the board of education on the district's compliance with this policy and shall recommend such changes as he or she deems necessary.

Any individual who believes he or she is being discriminated against on the basis of race, color, national origin, gender, marital status, disability, or age may seek relief by filing a complaint pursuant to Board Policy 2006 – Complaint Policy.

### **DATING VIOLENCE**

Dating violence, as defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

### **SEXUAL HARASSMENT**

Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment by its students against other students even when the affected student does not complain to the faculty or the administration.

Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the

purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

A student who feels he or she has been sexually harassed by another student should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, principal or counselor with whom she or he feels comfortable.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not cause any reflection on the complaining student, or affect his or her status as a student.

Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.

This policy pertains to sexual harassment of students by other students. The sexual harassment of students by school district employees is governed by other board policy.

### **CONCUSSION AWARENESS**

The Nebraska Unicameral has found that concussions are one of the “most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

The School District will:

- a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
  - Heads UP Concussions in Youth Sports
  - Concussion in Sports—What You Need to Know
  - Sports Safety International
  - ConcussionWise
  - ACTive™ Athletic Concussion Training for Coaches; and
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
  - 1 The signs and symptoms of a concussion;
  - 2 The risks posed by sustaining a concussion; and
  - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any

school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall be the guidance provided by the Nebraska Department of Education entitled "Bridging the Gap from Concussion to the Classroom," and accompanying materials and future supplements. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

### **SUICIDE PREVENTION**

The following employees are required to complete at least one hour of suicide awareness and prevention training every year:

- School nurses
- Teachers
- Counselors
- School psychologists
- Administrators
- School social workers
- Para educators

These employees must complete the on-line training provided by the Nebraska Department of Education no later than September 1 of each school or within 30 days of their initial employment. Failure to complete this training shall constitute just cause for the termination or nonrenewal of an employee's contract.

### **AUDIO AND VIDEO RECORDING**

Students and their parents or guardians should assume that any classes, in which students are enrolled, may be recorded by the school district or other students for legitimate educational

purposes. Recordings permitted pursuant to this policy may only be used by students for personal academic purposes and may not be republished without additional, written consent from a school administrator.

**Classroom Recordings by Staff** - Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. The district will not maintain the video recordings, and the recordings will only be available for the staff members to review for a limited time based on the district's then-current recording capacity. The district administrators estimate that this is approximately 10 days but may change at any time.

**Classroom Recordings by Students** - Students are prohibited from making audio or video recordings on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event except as provided in this policy or as otherwise required by law.

Students may make audio or video recordings of classroom lectures, discussions, or activities:

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;
- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
- (3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.

**Non-classroom Recordings** - Students may make audio or video recordings pursuant to this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws.

## **HOMELESS STUDENTS**

### **General Policy**

The school district will provide tuition free education for homeless children and youth who are in the district and accord them the educational rights and legal protections provided by state and federal law. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless and shall have access to the same services offered to other students. It is the intent of this policy to remove barriers to the enrollment and retention of homeless children and youth in the school district.

### **Homeless Liaison**

The district's homeless liaison is the Loomis School Guidance Counselor. Students in homeless situations who require assistance should contact the liaison at (308) 876-2111 or in person at Loomis School, 101 Bryan Street, Loomis, NE.

### **Definitions**

"Homeless children and youth" means an individual who lack a fixed, regular, and adequate nighttime residence and include:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals or are awaiting foster care placement; and
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

“Child” and “youth” refers to persons who, if they were children of residents of the District, would be entitled to a free education.

The term "unaccompanied youth" includes a youth not in the physical custody of a parent or guardian.

“School of origin” means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

### **Strategies to Address Enrollment Delays**

In order to address enrollment delays resulting from homelessness, the school district shall enroll homeless students immediately, even if they are unable to produce records normally required for enrollment such as immunization and medical records, residency documents, birth certificates, school records, or other documentation, or guardianship documents. The school district shall immediately contact the school last attended by the student to obtain academic and other records. The school district’s homeless liaison shall assist in obtaining necessary immunizations, or immunization or medical records.

### **Transportation**

Transportation shall be provided to homeless students to the extent required by law and comparable to that provided to students who are not homeless. At the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), transportation shall be provided to and from the school of origin as follows:

- If the homeless child or youth continues to live in the area served by the school district, the child’s or youth’s transportation to and from the school of origin shall be provided or arranged by the school district.
- If the homeless child’s or youth’s living arrangements in the area served by the school district terminate and the child or youth, though continuing his or her education in the school district, begins living in an area served by another school district, the school district and the new school district in which the homeless child or youth is living shall negotiate to agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school district. If the districts are unable to agree, the responsibility and cost for transportation shall be shared equally.

### **Dispute Process**

If a dispute arises over school selection or enrollment in a school:

- The child or youth shall be admitted immediately to the school in which enrollment is sought, pending resolution of the dispute;
- The child, youth, parent, or guardian shall be referred to the district’s homeless liaison who shall carry out the dispute resolution process within (30) thirty calendar days after receiving notice of the dispute;
- The parent or guardian of the child or youth shall be provided with a written explanation of the school’s decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision within (30) thirty calendar days of the time such complaint or dispute is brought.
- In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in the school in which enrollment is sought pending resolution of the dispute.

**Appeal Process**

Nebraska Department of Education. If the Complainant is not satisfied with the written decision of the District after the dispute resolution process, the Complainant may appeal the decision of the District to the Commissioner of the Nebraska Department of Education within (30) thirty calendar days of receipt of the decision from the District, pursuant to Nebraska Department of Education Rule 19.

State Board of Education. If the Complainant is not satisfied with the decision of the Commissioner, the Complainant may file a Petition with the State Board of Education within (30) thirty calendar days of the receipt of the decision of the Commissioner pursuant to Nebraska Department of Education Rule 19.

**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.

**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 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.

**CHAIN OF COMMAND**

The superintendent shall be in control of all school district operations except as provided by another policy or as otherwise provided by law. Following is the administrative chain of command working from the lowest level on the chain upward.

<b>Student Discipline:</b>	1. Classroom Teacher 2. Principal/Assistant Principal 3. Superintendent
<b>Instruction or Curriculum:</b>	1. Teacher 2. Principal/Curriculum Director 3. Superintendent
<b>Transportation:</b>	1. Bus Driver 2. Principal/Assistant Principal 3. Superintendent



<b>Facilities, Grounds, or Maintenance:</b>	<ol style="list-style-type: none"> <li>1. Custodial staff</li> <li>2. Head custodian</li> <li>3. Principal</li> <li>4. Superintendent</li> </ol>
<b>Policy or Handbook:</b>	<ol style="list-style-type: none"> <li>1. Principal</li> <li>2. Superintendent</li> </ol>
<b>Athletics:</b>	<ol style="list-style-type: none"> <li>1. Coach</li> <li>2. Athletic/Activities Director</li> <li>3. Principal</li> <li>4. Superintendent</li> </ol>
<b>Personnel:</b>	<ol style="list-style-type: none"> <li>1. Employee in question</li> <li>2. Principal</li> <li>3. Superintendent</li> </ol>

If any matter that is not covered by this policy or if other questions arise, the matter should be referred to the principal in the absence of the superintendent. The principal will either address the matter or assign it to another individual for resolution, as he or she deems appropriate.

Absent extraordinary circumstances, each matter must be addressed at whatever level the initial action occurred. If the matter is not resolved, the individual may raise it with the next person on the chain of command. This policy does not supersede any individual's right to contact Board members directly. However, whenever a matter is brought directly to the Board as a whole or to a Board member as an individual, it will be referred to the appropriate individual in the chain of command for study and resolution. The most effective means of initial communication is a personal conference, e-mail, or telephone conversation. E-mail addresses and phone numbers can be found on the school district's website at [loomiswolves.org](http://loomiswolves.org).

#### **ASBESTOS- MANAGEMENT PLAN AND PRESENCE WITHIN THE BUILDING NOTICE**

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

The presence of asbestos in a building does not mean that the health of building occupants is necessarily endangered. As long as asbestos-containing material remains in good condition and is not disturbed, exposure is unlikely. The Asbestos Management Plan is available for review in the school administrative office during normal business hours.

At least one each six months periodic surveillance is being conducted on all asbestos containing material and suspect material assumed to contain asbestos. The building is re-inspected every three years in general accordance with United States Environmental Protection Agency Asbestos Hazard Emergency Response Act.

The last three -year inspection was performed on December 18, 2015. B2Environment visually re-inspected and reassessed the friable and non-friable known and assumed asbestos-containing materials throughout the building. The next inspection is scheduled for December 2018.

The detailed plan and updated information for the entire district building is open to public review. If you have any questions, please contact the District's Asbestos Program manager, Sam Dunn, Superintendent, at Loomis Public School, 101 Bryan Street, Loomis, Nebraska 68958, or phone (308) 876-2111.

## **MULTI-CULTURAL EDUCATION**

The school district will provide programs that foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize the rich diversity of the population of the United States.

The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations.

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

## **PURPOSE STATEMENT**

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.

## **DISCIPLINE PROCEDURE**

The disciplinary procedure will follow a four-step policy:

Step 1. The student will be assigned a 30 minute detention period to be done immediately after the school day ends.

Step 2. The student will again be assigned a 30 minute detention period and the parents will be notified that any additional problem with the student may result in the student being suspended from classes.

Step 3. The student may be suspended by either being sent home from school or being kept in isolation in the school building. The suspension may be from 1 to 5 days in duration (or longer) depending upon the seriousness of the infraction. Suspended students will not practice athletics or other activities on the days they are suspended. Students are not to have any items other than books or study materials in the suspension room, if the student is undergoing in-school suspension.

Step 4. The student shall be suspended again due to one additional disciplinary infraction, and after two or more additional disciplinary referrals, may be expelled from school for the remainder of the semester.

(Note): Teachers or administrators may have the discretion to count a detention as a "Step" or not, as there are circumstances where a detention does not warrant a suspension.

## **STUDENT DISCIPLINE**

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need 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. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

## **FORMS OF SCHOOL DISCIPLINE**

### **Detention**

Detentions can be assigned by any staff member, school employee, or substitute teacher and will be a minimum of 30 minutes. Detentions will be served the day they are received unless the student is a bus student or the school receives a phone call from the parent explaining any prior commitments during that time. In which case the detention will be served the following day.

If a student receives a detention for not completing their homework or for skipping a class period, the detention will be served with the teacher who wrote the detention. Detentions for all other reasons, including Accelerated Reader, will be served in the detention room.

Any time missed by a student during detention will be made up as double-time. Any student skipping detention two consecutive times will be automatically suspended.

Only students who need to ride the bus will have one day to arrange transportation home (only if it is necessary in his/her particular case). It is the responsibility of the student to contact the parent if he/she wishes to postpone a detention and the parent must speak with the administration. If the parent is not contacted, the student will stay.

### **Short-Term Suspension**

The principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after 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 he or

she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the principal ordering the short-term suspension before or at the time the student returns to school. The principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations.

### **Emergency Exclusion**

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

### **Long-Term Suspension**

Students may be excluded, by the principal, from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

### **Expulsion**

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **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. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **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, and as a condition of such

suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

**Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment**

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity 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:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any 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;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol 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*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct is forbidden by Nebraska law, if such violations constitute a substantial interference with school purposes:
  - a. 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, national origin, or religion;
- b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f. Possession of pornography;
  - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
  - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.
  - i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
  - j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- l. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

**Due Process Afforded to Students Facing Long-Term Suspension or Expulsion**

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

1. On the date of the decision to discipline, the principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the

time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights, and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

## STUDENT BULLYING

**Bullying Prohibited.** Students are prohibited from engaging in any form of bullying behavior. Without limiting any definition of bullying under any state or federal law or regulation, bullying behavior, as used herein, refers to the use of physical force or verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, e-mailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person.

**Disciplinary Consequences.** The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

**Bullying Prevention and Education.** Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities, which educate students about bullying and bullying prevention.

## DRESS CODE

Any manner of dress, hair style, make up, or personal cleanliness, that constitutes a threat to the safety, health, welfare, or morals of the student or others; that violates any statute; that interferes with the education process, or that school officials can reasonably predict will interfere with the education process; or that causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action.

The following are to be excluded from acceptable school attire:

1. Articles of clothing which are soiled with grease, paint, or dirt, and/or which are tattered and contain tears or holes which are caused by wear or by manufacturing.



2. Articles of clothing displaying indecent, suggestive or profane writing, pictures, or slogans.
3. Articles of clothing which could cause damage to other's property. Example --- cleats on shoes, bicycle chains worn as billfold chains, etc.
4. Bare feet will not be allowed. If flip-flops are worn, they must be on the feet at all times. Those who abuse this rule can be subject to a ban on such attire.
5. Cut-offs, halter tops, tank tops and t-strap tops, midriffs, tube tops, pajama pants, and overalls without shirts are prohibited. Also, shirts must be properly buttoned. Skorts are allowed for the female students. No mid-riff skin is allowed to be visible, standing or sitting. Tights or leggings must be covered to the mid-thigh.
6. Hair styles and piercings which cause distractions from the learning process or the general social atmosphere and health and safety for either the individual or other individuals.
7. Lack of proper foundation garments. Shorts must meet administrative guidelines.
8. Clothing made of the open-mesh or transparent material, unless it is worn over other non-mesh material.
9. Articles displaying distasteful items or alcohol, tobacco, or drug logos or other displays which the Administration may deem offensive.
10. Caps, hats, and non-prescription sun glasses worn inside any school building or buildings where school events are held.

The school dress code will be in effect during school hours and all school activities unless students are given permission by a sponsor of an activity to wear something different, however, school sponsors may not violate this handbook. Decisions regarding attire and grooming should be a cooperative decision of the students, parents, and administrative staff. The superintendent reserves the right to make a final decision on whether attire or grooming is appropriate. Students who come to school in attire considered unacceptable may be sent home to change and/or may be given detentions.

### **STUDENT CELL PHONE AND OTHER ELECTRONIC DEVICES**

“Electronic device” includes beepers, pagers, i-pods, mp-3 players, i-pads and any other device that stores and communicates data by electronic means.

Loomis Public School strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

Students may use cellular phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully.

The Loomis Public School Board of Education recognizes the necessity and usefulness of wireless and electronic devices in many instances. However, the usage of such devices by students in the building can, due to the many technological advances of such instruments, be a detriment to the learning

atmosphere and lead toward infractions of school rules concerning cheating and student conduct. Therefore, the following regulations for wireless and electronic devices are as follows:

Students may use cell phones or other electronic devices in the school at the following times:

- Before the 8:00 am bell rings
- During each passing period
- After lunch in the East gym only
- After the 3:35 pm bell rings

Cell phones must remain in the student's locker from 8:00 a.m. – 3:35 p.m. Any staff member may discipline a student during the above times if the electronic device has become a distraction or a disruption.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students may not have cell phones or electronic devices while they are in locker rooms, classrooms or restrooms. During class periods student cell phones or electronic devices must remain in lockers or be locked in a personal vehicle. Students may bring their devices to classrooms with the express permission of the classroom teacher.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

Students may not use cell phones or electronic communication devices while riding in school vehicles unless they have express permission to do so from the driver of the vehicle or the sponsor. Students may listen to i-pods and other mp-3 players with the permission of the driver or other adult sponsor.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads.

Students who violate this policy will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices after the student has:

- Paid the \$25 fee
- Served a detention

Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion. Violations regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

## **TELEPHONE USAGE AT SCHOOL**

Students are not to be given permission to use the telephone during class unless called to the phone by office personnel. Students are to make phone calls only from the phone by the main entrance and only with permission. All long-distance calls are to be charged to the student's home phone number.

## **FOOD, BEVERAGES, GUM AND CANDY**

Students may not consume, nor be in possession of, any food or beverages of any kind in the school building at any time, with the exception of the following circumstances:

- A. From time to time, the use of food and beverages becomes necessary in order to complete a teaching unit or is necessary for introduction purposes. The teacher may utilize such items if permission is obtained from the Central Office for each occurrence. Home Economics is an exception to the rule.
- B. There are various student and teacher organizations which must meet during the lunch hour in order to have enough time to complete business. They will be allowed to have a dinner meeting in a classroom provided the participants utilize the hot lunch program or bring a sack lunch. Pop and candy will not be allowed.
- C. From time to time, a class will honor a student or teacher, or may sponsor a class play or activity for parents. With permission from the principal or superintendent, food and beverages will be allowed for these activities.
- D. There are times when students must come back to school after a regular athletic practice for other activities, such as play practice, cheerleading practice, or other types of activities. Sponsors may allow pop and candy in the building during these times. Pop and candy are not allowed in the gymnasium or classrooms for these activities.
- E. Food from the cafeteria is not to be taken from the cafeteria unless first approved by the principal.

## **INITIATIONS AND HAZING**

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

## STUDENT DRIVING AND PARKING

Students who drive to school are required to park their vehicles and leave them unoccupied until it is time to drive home. The speed limit on school property is 10 miles per hour. Students may not drive or have access to their vehicles during the school day without the express permission of their building principal or the superintendent of schools.

Students are to park appropriately and in the assigned areas on school property. Student parking shall not be permitted in bus loading zones. When the buses are loading or unloading, all vehicles must stop and wait for the loading or unloading process to be completed.

By driving a vehicle to school and parking on school grounds, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules.

## LOCKER INSPECTIONS

Lockers are the property of the school district and students are permitted to use them without charge. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

## CLASSROOM RULES

Each classroom teacher will set reasonable rules of conduct for the classrooms and will inform the students of those expectations. Playground rules of conduct and off-limit areas will be set by the elementary staff each year and the students will be informed of those rules. Please assist us in asking your child to understand the rules and to follow them.

## COLLEGE VISITATION REGULATIONS

The Loomis Public Schools will allow, seniors all year and juniors only second semester, to be dismissed from school to visit colleges for prospective attendance. However, all dismissals will carry the following provisions:

- Parental permission in advance
- A properly completed make-up slip prior to leaving

In order to insure that the procedure does not get out of hand, the following provisions as to the number of trips and sponsorship will apply:

- **Seniors will be allowed two (2) trips to colleges** without their parents. Juniors must go with parents.
- Any remaining trips must be with parents
- Only two students will be dismissed on the same day. However, if a parent or staff member is going to be transporting more than two seniors to the same institution, then permission may be granted for such an outing.
- Any student who wishes to make a return visit to a college will not be excused until a parent explains why the visit is necessary.
- It is the opinion of the administration that students should be able to limit college visitations to those institutions, which he or she may attend. Just to visit is a poor excuse for missing school. Students may use a review of

college literature for any information needed when making a decision as to possible attendance at a campus. It would seem feasible that choices could be limited to two, and possibly three.

### **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:

- Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
- Health office staff will provide written treatment information and instructions, including how to check and identify head lice\*.
- A child who is sent home from school for head lice should miss no more than two (2) school days.
- A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
- A child who returns to class with nits (eggs) will be checked again in 7-10 days.
- Families are encouraged to report head lice to the school health office.
- Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

### **BUS AND SCHOOL VEHICLE CONDUCT**

School buses and vehicles are an extension of the classroom, therefore the Board requires students to conduct themselves in a manner consistent with established standards for classroom behavior. In cases when a student displays improper conduct on a bus, the bus driver is to report such instances to the principal or the Superintendent.

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

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

1. Students must obey the driver promptly.
2. Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
3. Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
4. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students are prohibited from throwing or passing objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
9. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be

- absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
  11. Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
  12. Student must respect the rights and safety of others at all times.
  13. Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
  14. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
  15. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

### **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include:

- Note home to parents
- Suspension of bus riding privileges
- Exclusion from extracurricular activities
- In-school suspension
- Short term or long term suspension from school
- Expulsion

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

### **Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

### **INAPPROPRIATE PUBLIC DISPLAYS OF AFFECTION**

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:

1st Offense: Student will be confronted and directed to cease.

2nd Offense: Student will be confronted, directed to cease, and parents will be notified.

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

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

## WEAPONS AND FIREARMS

### Weapons

No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon:** The term “weapon” means any object, device, instrument, material, or substance, which is capable of causing injury in the manner it is used or intended to be used.

### Firearms

No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm:** The term “firearm, as defined in 18 U.S.C. 921, means 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, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

### Consequences – Firearm

Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

### Consequences – Weapon

State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

### Confiscation of Firearms

Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

### Report to Law Enforcement Authorities

All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm or weapon to school.

## STUDENT INTERNET AND COMPUTER ACCESS

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

### Student Expectations in the Use of the Internet

#### 1) Acceptable Use

- a) Students may use the Internet to conduct research assigned by teachers.
- b) Students may use the Internet to conduct research for classroom projects.
- c) Students may use the Internet to gain access to information about current events.
- d) Students may use the Internet to conduct research for school-related activities.

- e) Students may use the Internet for appropriate educational purposes.
- 2) **Unacceptable Use**
  - a) Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
  - b) Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
  - c) Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers.
  - d) Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
  - e) Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
  - f) Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
  - g) Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
  - h) Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
  - i) Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
  - j) Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
  - k) Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
  - l) Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
  - m) Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
  - n) Students shall not forge electronic mail messages or web pages.

## **Enforcement**

### **1) Methods of Enforcement**

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

### **2) Consequences for Violation of this Policy**

- a) Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
  - b) Loss of computer privileges;
  - c) Short-term suspension;



- d) Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
- e) Other discipline as school administration and the school board deem appropriate.
- f) Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

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

The school will not allow companies and to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.

This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

#### **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 Loomis Public School 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.

#### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. Students that 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.

#### **LOCKERS**

Each student 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.

## **COPYRIGHT AND FAIR USE**

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:

- 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.

## **PERSONAL PROPERTY**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safekeeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage. Locks may be rented from the office for the school year for \$5.00. Students are not allowed to bring locks from home.

## **COMPLAINT PROCEDURE**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students, and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. A complainant who is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint may appeal the decision to the superintendent.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate, as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

- d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
- a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

# **EXTRACURRICULAR ACTIVITIES**

## **GENERAL PURPOSE**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provides experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skills and emotional patterns that they possess, thereby making them better individuals and citizens.

## **EXTRACURRICULAR ACTIVITY CODE OF CONDUCT**

Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, L-Club, Pep Band, vocal, band, speech and drama, One-Act, Student Council, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school-sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FFA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may

also affect a student's participation under the team selection and playing time guidelines. Conduct rules during the summer months apply to summer activities and are at the discretion of the coach or sponsor.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

## **STUDENT ELIGIBILITY**

Students are encouraged to participate in extracurricular activities. Participation shall be open to and limited to all students who are currently enrolled in the school district on a voluntary basis.

Extracurricular activities may establish academic or course enrollment qualifications for participation if such qualifications are necessarily related to the purposes of the activity.

Standards for scholastic eligibility for students wishing to participate in extracurricular activities shall be set by the administration and shall be consistent with at least the minimum standards provided by the NSAA.

All students in grades 7-12 who participate in athletics must have a physical examination by a qualified health care provider at the student's expense.

Students who wish to participate in extracurricular activities must abide by the student code of conduct, the extracurricular code of conduct and any additional rules set by the activity sponsor.

Students are not eligible to participate in any extracurricular activity until they and their parents/guardians have signed the student handbook and extracurricular handbook receipt and acknowledgement.

## **GOVERNANCE**

Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

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 or extracurricular activity purposes or making any communication that a reasonable person 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, 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 a 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 another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a 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, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
  7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. (Note: Refer to "Drug and Alcohol Violations" for further information).
  8. Public indecency.
  9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
  10. 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;
  11. Engaging in any activity forbidden by law, which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
  12. Repeated violation of any of the school rules.
  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 a school employee, school volunteer, or student. 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, 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 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 or of an extracurricular activity; 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 Loomis Public School buses or vehicles used for activity purposes.
  17. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
  18. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
  19. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.

20. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
21. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

## **DRUG AND ALCOHOL VIOLATIONS**

### **Meaning of Terms**

“Use or consume” includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student’s physician is not a violation.

“Under the influence” means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

“Possession” includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is 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 alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon as 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 been drinking just to get away from the alcohol 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 the alcohol).

### **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.

An activity participant who violates the drug or alcohol rules shall be prohibited from participating in any extracurricular activity for the following **minimum** periods:



1. First Violation: Suspension from the next two (2) public performances that the student is eligible for. The suspension will be increased to four (4) public performances if the self-reporting guidelines are not followed.
2. Second Offense: Suspension from the next four (4) public performances that the student is eligible for. The suspension will be increased to eight (8) public performances if the self-reporting guidelines are not followed.
3. Third Offense: Immediate and permanent exclusion from all extracurricular activities.
4. Reduction for Self-Reporting: Students are required to self-report following the guidelines below. Suspensions will be double for students who do not self-report.
5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing. An administrator may impose a more severe consequence due to the nature and/or severity of the student's conduct.
6. Progressive Consequences: The schedule of consequences shall be applied progressively. A student's number of offences shall not start over from year to year.
7. Coach/Sponsor Discretion: Nothing in this policy shall limit a coach's or sponsor's discretion to discipline participants in extracurricular activities, including exclusion of a participant from an extracurricular activity.

### **When Suspensions Begin**

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. 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 for Outstanding Senior Athlete nomination or 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.

### **Self-Reporting**

A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

### **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 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 conviction, a plea of no contest and an adjudication of delinquency by a 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 a reasonable 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, an 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 informants may be kept confidential where determined to be appropriate.
  - b. The suspension may be imposed prior to the meeting if the meeting can not 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 (2) school days (two (2) business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee 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.

4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
  - 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 (5) days of receipt of the notice letter.
  - c. If a hearing is requested:
    - i. The hearing will be held within ten (10) calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
    - ii. 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.
    - iii. Upon conclusion of the hearing, a written decision will be rendered within five (5) school days (ten (10) calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
    - iv. 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. 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.

#### **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.
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 the **full day**. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

#### **Attendance at Activities during School Hours**

Contests, whenever possible, will not be scheduled during school hours. If a contest is scheduled during school hours, the following attendance rules shall apply:

#### **Junior High Activities**

All participants must make-up their work before they leave by using a make-up slip. Non-participant Junior High Students will not be allowed to attend junior high activities which are scheduled during the school day at a non-home site unless the whole junior high is dismissed for the activity. During home activities, all junior high students who do not participate in the activity will not attend the activity except during the hour which is regularly scheduled for junior high physical education. Students in Grades 7 and 8 may be excused to attend activities taking place during the school day subject to the following guidelines:

1. Parental notification must be provided.
2. If the student is academically ineligible, he/she will not be granted an excused absence
3. If the student meets the guidelines and is granted permission to attend, he/she must travel with parents and be supervised by parents at the activity. In the event that parents will supervise the student(s) at the event but cannot transport them due to business or travel arrangements, the principal may grant permission for travel with another person.
4. Any student who is not supervised by his/her parents at the activity for the entire duration of the activity will receive an unexcused absence and will make up time. Parents who fail to be at the activity for the duration will receive notice from the Administration and will not be eligible for any other requests to take their student to other non-participating activities during school time.

#### **High School, Grades 9<sup>th</sup>-12<sup>th</sup>- Regular Season Activities**

Regular season activities shall be all conference and local activities which are scheduled during a season. Regular season activities will not apply to District or State Contests.

Students in grades 9-12 will not be allowed to watch junior high home activities during the school day. Teachers may not declare a regular class to be a study hall just to watch the activity. However, students who have a brother or sister in junior high activities, and provided that the junior high brother or sister is eligible to play, may be excused from class or classes one time only to watch their brother/sister participate at a home or away activity only if no junior high contests in a particular sport are scheduled on evenings or weekends during that season at home or away. If the activity is away and qualifies for attendance, the student may only ride to and attend the activity with his /her parents. In the event that parents will supervise the student(s) at the event but cannot transport them due to business or travel arrangements, the principal may grant permission for travel with another person.

If a high school activity during regular season is not scheduled in the evening or on a weekend at any time during the season, students in grades 7-12 will have the opportunity to be excused from school one time only in a particular activity and attend that activity only if they travel with their parents. In the event that parents will supervise the student(s) at the event but cannot transport them due to business or travel arrangements, the principal may grant permission for travel with another person. Students in grades 7-12 will not be released to watch the elementary track meet unless helping with

the meet.

### **District Contests**

Any student who wishes to attend a District Contest in any activity scheduled during school time must first give at least 2 days notice of the desire to attend the activity and then attend the contest with parents only, or the absence will be unexcused. In the event that parents will supervise the student(s) at the event but cannot transport them due to business or travel arrangements, the principal may grant permission for travel with another person. Parents must attend the activity in its entirety for supervision purposes. Parents who fail to be at the activity for the duration will receive notice from the Administration and will not be eligible for any other requests to take their student to other non-participating activities during school time. If a student does attend with his/her parents, the student will not be allowed to be with the team on the field, in the gym, etc., as the sponsor or coach is not responsible for supervising the non-participant.

### **State Contests**

Students may attend state contests during school time if they give at least 2 days notice, or observe the published notice deadline, of their desire to attend the activity and if their work is made up in advance and parental permission is obtained. Students will receive an unexcused absence for attending a school activity of another school in which Loomis does not participate, scheduled during the school day, unless it is a State Contest. State contests shall be those in Volleyball, Track, Football (including all playoff games), Wrestling, Golf, Basketball, Speech and Drama and Cross Country. At no time are students who are non-participants allowed to be with the athletes during any activity. The coach or sponsor isn't responsible for non-participant attendance.

### **Ineligible Student Attendance**

The Loomis Board of Education expects all students to be in school every day that school is in session unless excused. The administration shall determine the validity of all excuses and shall reserve the right to accept or reject any excuses that do not meet the regulations and specifications established in administrative rules and regulations. Students who are academically ineligible for activities or who are maintaining a failing grade in any subject should remain in school to meet his/her obligations to improve his/her grade and classroom participation.

The Loomis Board of Education believes those students who are ineligible or failing a subject should not be allowed to miss school for non-participatory reasons.

Therefore, it shall be the policy of the Loomis Public School, District 69-0055, that any student who is ineligible or maintaining a failing grade in any subject as deemed according to existing policy and regulation, shall not be excused from school for any non-participatory activity, including student manager positions or other non-playing duties, other than classroom activities which the total class attends. If an ineligible student does attend, the absence shall be deemed unexcused and time will be made up. Classroom activities do not include prom decoration, senior college visits on an individual basis, nor any extra-curricular team or group event held during the school day.

## **ACADEMIC STANDARDS**

Participation in extracurricular school activities is encouraged and desirable 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 show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. Maintain passing grades in all courses. A student who is not passing one (1) or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one (1) week after progress reporting time

the student will remain ineligible until the student is passing all classes. Eligibility guidelines below.

2. Maintain a 70% or higher grade point average to participate in extracurricular activities, except school dances.
3. Academic requirements do not apply to:
  - (A) Instructional field trips which are a part of the scheduled course learning experience; or
  - (B) Activities or events which are considered in determining the student's grade.

#### **Eligibility Guidelines- Students in 9<sup>th</sup>-12<sup>th</sup> Grade**

The academic eligibility policy is designed to function on a weekly basis throughout the school year. Grades taken on Monday through Friday of each week are to be included when averaging for student ineligibility for activities. Teachers are to submit to the principal a list of students' names (and their averages) for those students whose averages are below 70%. This is to be done no later than 8:20 A.M. each Monday. Any student whose cumulative average in any ONE class is below 70% shall be on probation for one week and shall still be eligible for participation. If the cumulative average in that class is still below 70% when grade reports are submitted to the principal on the Monday following notice of probation, the student is ineligible for participation in activities for a minimum of one week, Monday through Saturday. If any student is failing in TWO classes at any time, the student is immediately ineligible for participation for one week, Monday through Saturday. (This means that a student who fails two classes has forfeited his/her probation period in those named classes.) The student shall have one opportunity for probation in a class during the semester. If he/she fails the same class more than once, he/she is automatically ineligible on the second occurrence until the grade is raised to the passing average.

Grade Recording: No teacher may submit a list of failing students during the first week of any semester and a minimum of five (5) separate grades must be recorded in the grade book. A teacher may not give one assignment which is broken down into five grades.

#### **Eligibility Guidelines- Students in 7<sup>th</sup> and 8<sup>th</sup> Grade**

The same regulations as for those students in 9-12 shall apply, with the exception of the number of classes being failed. A student in grades 7-8 shall be ineligible upon failing TWO classes as reported on a weekly basis. There will be no probationary process. However, if a student fails the same class more than twice in one semester, the student shall be declared ineligible upon the third down slip, even though he/she may have failed only one class. (The rationale for failing two instead of one for junior high students is to ease the transition and to understand that junior high students have no electives. The purpose is to gradually assist the student in his/her understanding that academic pursuit is important and that participation in the "fun" things hinges upon success in the classroom.)

#### **Procedure for Students Placed on Probation or Ineligible List**

When any student, grades 7<sup>th</sup>-12<sup>th</sup>, is placed on the probation or ineligible list, the following steps will be followed:

1. The parents and staff will be notified by the administration
2. Coaches or after-school sponsors shall be notified by the student
3. The students who are academic probation or who are ineligible will go to the classroom teacher of the class which they are failing to receive help each day after school, beginning with the Monday notification and continuing until probation or ineligibility is lifted. The student will then be allowed to go to practice or leave the building to go home, provided that the teacher gives the student a pass stating that the student has been in to see the teacher

and has made progress in raising the grade. These meetings may be of any length, but it is the responsibility of the student to make the contact with the teacher. Teachers may wish to use this time to check or help with assignments, help the student prepare for a test, or just check on the student's progress.

Resource students may be exempted from this policy, but will be considered individually according to each student's ability in relation to his/her effort.

The Administration is given authority by the Board of Education to interpret any of the above criteria in order to comply with the intent of the policy as stated in the foreword. Any aggrieved student may appeal a decision of ineligibility to the Superintendent of Schools.

### **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 not 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 that 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.

### **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: Only students of Loomis Public Schools and their guests may attend.
  - a. Students currently attending Loomis Public School or another Nebraska high school who have not been restricted from attending extracurricular activities at Loomis Public School or their own school are generally considered appropriate dates or invited guests.
  - b. Persons who are younger than 16 or older than 20 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
  - c. Some school dances may be restricted to students attending specified grades levels at Loomis Public School. For any dances at the middle school level, only students attending Loomis Public School in the grade(s) for which the dance is being held may attend.
  - d. Students who have been suspended from school or from extracurricular activities may not attend.
  - e. 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 that apply to our students.

- f. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.
  - g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco 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.

**Eligibility for Royalty Selection** Nomination and selection as royalty for school-sponsored dances is an honor awarded by students to peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards:

1. Achievement, Citizenship and Conduct Qualifications:
  - a. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
  - b. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
  - c. The student must have a grade point average of 70% or higher in all classes.
  - d. The student must not have had excessive violations of school policies and procedures during their high school career.
  - e. The student may not, within 24 months of the dance, have engaged in criminal violations involving: (i) alcohol, drugs or tobacco; (ii) driving law violation in which the penalty is a loss of four (4) points or more under the point system; (iii) a Class I, II, III, or IIIA or Class W misdemeanor; or (iv) a felony. Criminal violations will be deemed to have occurred where: (a) a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or (b) 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.
2. Royalty Candidate Eligibility and Selection: the principal or principal's designee for each dance at which royalty is to be selected shall make the determination of



whether a student meets the foregoing conduct and citizenship qualification standards.

3. Specific Dance Eligibility and Selection Requirements:

a. Homecoming Queen & King:

- Only a senior girl shall be eligible to be Queen and only a senior boy shall be eligible to be King.
- To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
- The queen and king will be chosen from the qualified nominees by secret vote of the student body during Homecoming week. Crowning will be held at a fall sports event.

b. Prom King and Queen:

- Only a senior girl shall be eligible to be Queen and a senior boy shall be eligible to be King. The candidates may not have been previously selected as royalty at another school sponsored dance.
- To be eligible, a candidate must agree to attend the entire Prom Dance and represent the school properly.
- The queen and king will be chosen from the qualified nominees by secret vote of the junior and senior classes.

### **RELATIONSHIPS BETWEEN PARENTS AND COACHES/SPONSORS**

Both parenting and coaching are very difficult 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.

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 instruction.
- 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
  - 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 is told.
- 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 a 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, and parent present.
  - At this meeting, an appropriate next step can be determined, if necessary.

### **GOOD SPORTSMANSHIP**

Good sportsmanship is required 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.

**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,” stamp 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.
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 and drugs on the site of the contest.

**ACTIVITY TRAVEL**

All activity trips will be provided transportation by the school and will be accompanied by a sponsor to and from the activity involved. Students are required to ride school transportation to and from activities unless other arrangements have been made with the principal in advance. Parents may not dismiss their students from the trip on school transportation to the activity, unless arrangements have been made with the principal, but may release their student from the trip home in the following manner:

- Notice must be given verbally, in person, by a parent to the sponsor. Notes will not be acceptable. If a parent is not attending the activity, he/she needs to make arrangements with the sponsor prior to the trip for notice of dismissal of his/her student. Personal notice is preferable, but a phone call will be acceptable if in an emergency situation. Parents will assume full responsibility for their student(s) if the parent has given permission for dismissal from the trip home after an activity.
- Participating students will not be allowed to drive vehicles to school activities unless, in

some cases, other arrangements have been made with the Superintendent for participants to travel to activities. During State Tournament participation, it is sometimes necessary for exceptions to be made. The Board Of Education has devised a procedure for State Tournament participation which will explain possible deviations.

### **ACTIVITY PARTICIPATION AT SCHEDULED EVENTS**

Many student activities are sponsor directed. Where an event is scheduled for a school-sponsored group, all members of that group will be expected to participate. A scheduled event shall mean either a contest or public performance. If a student does not participate in a scheduled event without proper permission, the student shall be subject to dismissal from the group.

### **SPORTS SEASON PARTICIPATION DEADLINE**

Students wishing to participate in an extracurricular activity in grades 9<sup>th</sup>-12<sup>th</sup> must make the decision within the first week of practice.. If a student has not joined the team by the end of one week after the first practice, he/she will not be allowed to participate that season in that sport. If a student does join the team within the deadline, the coach may require that the student make up the practice time which the student missed due to his/her indecision, thus countering any efforts by students to miss practices on purpose.

### **CHANGING PARTICIPATION DURING THE SEASON**

Students who are injured and wish to leave one sport and participate in another during a season, (e.g.--Basketball to Wrestling, Golf to Track, etc.) must receive permission from the principal and all coaches or sponsors involved. Non-injured athletes do not have that option.

### **ACTIVITY ATTENDANCE IF INJURED**

Any student who is injured in any sport may attend practice or evening games. Any student who is unable to participate due to injury shall not be dismissed from school to attend his/her activity which takes place during school hours if the head coach of each activity deems that the student will not participate with the team or group.

### **ACTIVITY CONFLICTS (ATTENDANCE)**

In some instances, the scheduling of events may cause a participant to make a choice as to which event to attend. However, it is the policy of the administration that District or State contests shall be the first priority, conference activities shall be the second priority and local events shall be the last priority. Thus, District and State contests will be attended if in conflict with conference or local events and conference contests will be attended if in conflict with local events.

### **PROM DECORATING**

The Junior-Senior Prom is conducted annually. The Juniors are expected to help with the decorating at all assigned times agreed upon by the sponsor and administration and the following regulations will apply:

- The sponsor may release Juniors to travel for supplies, etc., and the sponsor is responsible for those students.
- Juniors must attend any contests, practices, or events scheduled during the week of Prom.

- The Juniors will be responsible for removing decorations after prom. Any student failing to report for clean-up shall pay \$25.00 to the Junior Class fund. This includes being late.

**Attached: Student Fee Policy #5045**

## **DRILL PROCEDURES**

### **FIRE DRILLS**

Fire drills are held once a month for each month that school is in session. During each drill the students are asked to refrain from talking and are expected to exit the building quickly without running.

### **TORNADO DRILLS**

A tornado drill will be held twice a year, once in the fall and once in the spring. All student and staff will proceed to the designated safe area in the lower locker room area.

### **BUS EVACUATION DRILLS**

Bus evacuation drills will be held twice a year. Students will board a school bus by class level and will be instructed on the proper and safe procedure for evacuating a bus in the case of an emergency.

### **INTRUDER DRILLS**

### **BUILDING EVACUATION DRILLS**

