

**OVERTON MIDDLE & HIGH  
SCHOOL STUDENT-PARENT  
HANDBOOK**



**2017-2018**

# OVERTON MIDDLE & HIGH SCHOOL STUDENT - PARENT HANDBOOK 2017-2018



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# **Overton Middle & High Schools Student-Parent Handbook 2017-2018 School Year**

## **Foreword**

### **Intent of Handbook**

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Overton Public Schools. Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to 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. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the guidance counselor, or contact the principal’s office.

There are several forms at the end of this handbook which you must read, sign and return no later than the Friday of the 1<sup>st</sup> week of school.

### **Notice of Non-Discrimination**

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district’s compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Mr. Mark Aten in writing at 401 7<sup>th</sup> Street, P.O. Box 310, Overton, NE 68863 or by telephone at (308) 987-2424. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov). Also see the “Discrimination and Harassment” section below.

### **School Mission Statement**

The mission of the Overton Public School is to provide a learning environment that is rigorous, meaningful, and safe; that welcomes diversity and mutual respect among adults and students. We value parents and community as partners in supporting and encouraging all students to acquire the knowledge necessary to participate in the world community.

School Improvement Goal: All Students will improve math skills.

## **Members of the Board of Education**

Mr. Keith Rudeen  
Mr. Joel Meier  
Mr. Jared Walahoski  
Mr. Doug Luther  
Mrs. Heather Brennan  
Mr. Rex Johnson

President  
Vice-President  
Secretary  
Treasurer  
Member  
Member

## **Administrative Staff**

Mr. Mark Aten  
Mr. Brian Fleischman

Superintendent  
Principal

## **Teaching Staff**

Miss Nicole Arp  
Mrs. Tierra Bowie  
Mrs. Emily Brooks  
Mr. Chase Christensen  
Mrs. Jennifer Cordes  
Mrs. Angie Ehlers  
Mr. Seth Ehlers  
Mrs. Missy Eilers  
Mr. Tory Gilson  
Mr. Paul Heusinkvelt  
Miss Gillian Hogeland  
Mr. Todd Hoyt  
Mr. Jacob Jensen  
Mrs. Amanda Kidder  
Mrs. Alicia Lassen  
Mr. Caleb Lempka  
Mr. Clint Little  
Mrs. Becky Marshall  
Mrs. Dona McCarter  
Mr. Aaron McCoy  
Mrs. Calli McCoy  
Mrs. Lindsay Meier  
Mrs. Alisha Remmenga  
Mrs. Kathleen Roos  
Mrs. Hayley Ryan  
Mr. Robby Simpson  
Ms. Elizabeth Sloan  
Mrs. Christine Suchsland  
Mrs. Mandi Wallace  
Mrs. April Williams  
Mrs. Ashley Wyatt

Second Grade  
8-12 Mathematics  
K-12 Art  
Instrumental Music/Technology  
First Grade  
Family & Consumer Science/JHPE  
7-12 Science/JHPE  
Fourth Grade  
Business Education  
5, 7-8 English/JHPE  
4-Year Pre-School  
Industrial Technology  
5-12 Science  
Vocal Music  
Language Arts 6/Media  
K-12 P.E./Health/JHPE  
5-10 Mathematics/AD  
Title  
Kindergarten  
9-12 Social Sciences  
Guidance Counselor  
3-Year Pre-School  
Third Grade  
Spanish  
PK-6 Special Education  
5-8 Social Sciences/Technology  
7-12 Special Education  
Speech Pathologist  
Title/JHPE  
Agriculture  
9-12 English/Speech

**Support Staff**

Mrs. Nancy Ginkens	Superintendent Secretary
Ms. Kristi Shafer	Principal Secretary
Mrs. Joan Gehrt	Nurse
Mr. Merle Glassmeyer	Maintenance/Custodian
Mrs. Jennie Thompson	Custodian
Ms. Dianne Eby	Evening Custodian
Mrs. Vicky Flint	Evening Custodian
Mrs. Kimi Wolfe	Evening Custodian
Mrs. Brenda Buchholz	Cafeteria Manager
Mrs. Marlene Hodgson	Kitchen Staff
Mrs. Terah Smith	Kitchen Staff
Ms. Amy Barnes	Kitchen Staff/Bus Driver
Mrs. Jill Heusinkvelt	Kitchen Staff
Mrs. Mandi Converse	Kitchen Staff
Mrs. Gina Olmstead	Media Aide
Mrs. Sherry Area	Paraprofessional
Mrs. Darla Cox	Paraprofessional
Mrs. Cindy Davenport	Paraprofessional/Bus Driver
Mrs. Debbie Ditson	Paraprofessional
Mrs. Deb Jehorek	Paraprofessional
Ms. Shannon Lauby	Paraprofessional
Ms. Shirley Ryan	Paraprofessional/Bus Driver
Mrs. Kori Shubert	Paraprofessional/Cheer
Mrs. Cydney Weiss	Paraprofessional
Mrs. Judy Weston	Paraprofessional
Miss Hannah Hibberd	Dance

## School Calendar



# Overton Public School

## 2017-2018

### Academic Year Calendar



APPROVED 3-13-17

**AUGUST**

- 14 Teacher In-Service (1)
- 15 Teacher In-Service (2)
- 16 First Day of School  
2:30 Dismissal
- 29 First Day of Pre-School

August 17						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**September 17**

September 17						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**SEPTEMBER**

- 4 No School - Labor Day
- 22 Teacher In-Service (3)

**OCTOBER**

- 19 End of 1st Quarter  
(45 Days)
- 19 P/T Conf. 1:30-7:30  
(11:30 Dismissal)
- 20 No School

October 17						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**November 17**

November 17						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**NOVEMBER**

- 6 Teacher In-Service (4)
- 22 2:38 Dismissal
- 23-24 No School  
Thanksgiving Break

**DECEMBER**

- 20 & 21 Semester Tests  
(2:38 Dismissal Both Days)
- 22 Last Day of 1st Sem.  
(11:30 Dismissal)  
(42 & 87 Days)
- 23-27 NSAA Moratorium
- 25-31 No School

December 17						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**January 18**

January 18						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**JANUARY**

- 1-2 No School
- 3 First Day of 2nd Sem.
- 15 Teacher In-Service (5)

**FEBRUARY**

- 8 P/T Conf. 1:30-7:30  
(11:30 Dismissal)
- 9 No School

February 18						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

**March 18**

March 18						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**MARCH**

- 2 No School
- 8 End of 3rd Quarter  
(44 Days)
- 9 No School
- 16 Teacher In-Service (6)
- 30 No School  
Spring Break

**APRIL**

- 2 No School  
Spring Break
- 17 No School - TR Invite

April 18						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**May 18**

May 18						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**MAY**

- 12 Graduation 1:30 PM
- 14 Pre-K Grad. 10 AM
- 15 & 16 Semester Tests  
(2:38 Dismissal Both Days)
- 17 Last Day of 2nd Sem.  
(11:30 Dismissal) (45 & 89 Days)

**JUNE**

June 18						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**July 18**

July 18						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

18-24 (+5 Schedule Days)

**JULY**

- Student = 176
- (PK = 136)
- Teacher = 182

■ NO SCHOOL - Teacher In-Service Days  
■ First Day of Semester  
■ NO SCHOOL

■ End of Quarters/Semester  
■ Parent/Teacher Conferences

## Section 1 –Basic School Rules & General Practices

### Daily Schedules

(Monday – Thursday)

1 <sup>st</sup> Period	8:05 – 8:55 AM
2 <sup>nd</sup> Period	8:58 – 9:48 AM
3 <sup>rd</sup> Period	9:51 – 10:41 AM
4 <sup>th</sup> Period	10:44 – 11:34 AM
Lunch (Grades 5-8)	11:34 – 11:59 AM
5 <sup>th</sup> Period (Grades 5-8)	12:02 – 12:52 PM
5 <sup>th</sup> Period (Grades 9-12)	11:37 – 12:27 PM
Lunch (Grades 9-12)	12:27 – 12:52 PM
6 <sup>th</sup> Period	12:55 – 1:45 PM
7 <sup>th</sup> Period	1:48 – 2:38 PM
8 <sup>th</sup> Period	2:41 – 3:41 PM

(Friday)

1 <sup>st</sup> Period	8:05 – 8:55 AM
2 <sup>nd</sup> Period	8:58 – 9:48 AM
3 <sup>rd</sup> Period	9:51 – 10:41 AM
4 <sup>th</sup> Period	10:44 – 11:34 AM
Lunch (Grades 5-8)	11:34 – 11:59 AM
5 <sup>th</sup> Period (Grades 5-8)	12:02 – 12:52 PM
5 <sup>th</sup> Period (Grades 9-12)	11:37 – 12:27 PM
Lunch (Grades 9-12)	12:27 – 12:52 PM
6 <sup>th</sup> Period	12:55 – 1:45 PM
7 <sup>th</sup> Period	1:48 – 2:38 PM

(Late Start)  
(Monday – Thursday)

1 <sup>st</sup> Period	10:00 – 10:37 AM
2 <sup>nd</sup> Period	10:40 – 11:17 AM
Lunch (Grades 5-8)	11:17 – 11:42 AM
3 <sup>rd</sup> Period (Grades 5-8)	11:45 – 12:21 PM
3 <sup>rd</sup> Period (Grades 9-12)	11:20 – 11:56 AM
Lunch (Grades 9-12)	11:56 – 12:21 PM
4 <sup>th</sup> Period	12:24 – 1:01 PM
5 <sup>th</sup> Period	1:04 – 1:41 PM
6 <sup>th</sup> Period	1:44 – 2:21 PM
7 <sup>th</sup> Period	2:24 – 3:01 PM
8 <sup>th</sup> Period	3:04 – 3:41 PM

(Late Start)  
(Friday)

1 <sup>st</sup> Period	10:00 – 10:33 AM
2 <sup>nd</sup> Period	10:36 – 11:09 AM
Lunch (Grades 5-8)	11:09 – 11:34 AM
3 <sup>rd</sup> Period (Grades 5-8)	11:37 – 12:10 PM
3 <sup>rd</sup> Period (Grades 9-12)	11:12 – 11:45 AM
Lunch (Grades 9-12)	11:45 – 12:10 PM
4 <sup>th</sup> Period	12:13 – 12:46 PM
5 <sup>th</sup> Period	12:49 – 1:22 PM
6 <sup>th</sup> Period	1:25 – 1:58 PM
7 <sup>th</sup> Period	2:01 – 2:34 PM

(11:30 Dismissal)  
[Alternate Periods 1-4 & 5-8]

1 <sup>st</sup> Period	8:05 – 8:55 AM
2 <sup>nd</sup> Period	8:58 – 9:48 AM
3 <sup>rd</sup> Period	9:51 – 10:41 AM
4 <sup>th</sup> Period	10:44 – 11:30 AM
5 <sup>th</sup> Period	8:05 – 8:55 AM
6 <sup>th</sup> Period	8:58 – 9:48 AM
7 <sup>th</sup> Period	9:51 – 10:41 AM
8 <sup>th</sup> Period	10:44 – 11:30 AM



Section 1 – Basic School Rules & General Procedures

**Class Schedule**

Name	2017-2018 Class Schedule										Locker/Combo
	1st Period	2nd Period	3rd Period	4th Period	Lunch	5th Period	6th Period	7th Period	8th Period		
5-8 Schedule	8:05 - 8:55	8:58 - 9:48	9:51 - 10:41	10:44 - 11:34	11:34 - 11:59	12:02 - 12:52	12:55 - 1:45	1:48 - 2:38	2:41 - 3:41	Extra-Duty Assignments	
9-12 Schedule	8:05 - 8:55	8:58 - 9:48	9:51 - 10:41	10:44 - 11:34	11:37 - 12:27	12:27 - 12:52	12:55 - 1:45	1:48 - 2:38	2:41 - 3:41		
Mrs. Tierra Bowie 302	Algebra 8	Geometry 9	Calculus	Planning	Algebra II	Lunch	Math 11	Trigonometry	6th Homeroom	Asst. Cross Co. Asst. Track 8th Grade	
Mrs. Emily Brooks 103	Art I-IV	Art II-IV	Ms. K&A1 TW/TH:K-4, F-5	Planning	Lunch	Art 7/8 S1:7 S2:8	Art III	Art III	Art I-IV	11th grade	
Mr. Joseph Brumm 127/209	9-12 Band	IT Period	IT Period	Planning	Noon Duty	Band 5/6 MW/AF:5 TT/IAF:6	8th Homeroom	Band 7/8 (S1-MW/4 TT/Th:3) (S2-MW/2 T:1 TH:K)	Emeritary Tech (S1-MW/4 TT/Th:3) (S2-MW/2 T:1 TH:K)	Pop Band Jazz Band 10th Grade	
Mrs. Angie Ehlers 107	Growth & Development/ Parenting	Child Development/ Early/Childhood Ed.	Planning	Life & Career Readiness / Relationships	Lunch	FCS 7/8 S1:8 S2:7	Intro to FCS	Foods & Nutrition / Culinary	Design Principles / Home Design & Interiors	FCCLA	
Mr. Seth Ehlers 307	Science 7	Anatomy	Planning	Biology	Chemistry	Lunch	College Biology	Animal Biology / AG	Plant Science / Agronomic Science	9th Grade Asst. BBB	
Mr. Troy Gilson 141	Yearbook	Accounting I	Business Math / Personal Finance	Management / Entrepreneurship	Lunch	Comp 7/8 S1:7 S2:8	Planning	Info Tech I / Info Tech II	Intro to Marketing / Business Communications	9th Grade Asst. BBB	
Mr. Paul Heusinkvelt 208/Gym	Weights	English 7	Planning	English 8	Noon Duty	Study Hall 5/6 MW/AF:5 TT/IAF:6	Language Arts 5	Reading 5	Weights / JHW/R	Head FB JHW/R	
Mr. Todd Hoyt 335	Metals & Fabrication	Power & Technology	Planning	Structural Systems	Lunch	Shop 7/8 S1:8 S2:7	Welding I / Woods I	Adv. Woods / Adv. Welding	Mechanical /Architectural Drafting	Head WR Crisis Team	
Mr. Jacob Jensen 308	Science 5	Science 8	Physical Science	Physics	General Science	Lunch	Planning	Science 6	5th Homeroom	5th Grade	
Mrs. Amanda Kidder 127	Elementary Music M:1/3 T:2/3 W:1/3 Th:2/4	Choir 5/6 MW:5 T/Th:6	7th Homeroom	Planning	Planning	Lunch	Elementary Music M:4/K T:1/K W:4/2 Th:K	Choir 7/8 MW:8 T/Th:7	9-12 Choir	Swing Choir	
Mrs. Alicia Lassen 210/LMC	Lang. Arts 6	Reading 6	Title	Title	Noon Duty	LMC	LMC	LMC	LMC	7th Grade	
Mr. Caleb Lempka 123/Gym	Weights	Elementary PE M:4 T:1 W:2/4 Th:1/3 F:K:3	PE 5/6 M:2/3 TT/Th:5 W/F:6	Planning	PE / Health	Lunch	Lifetime Sports & Fitness	Elementary PE M:1/3 T:2/4 W:1/K Th:2/4 F:	PEB 7/8 / Weights	Asst FB Jr/H B Sports	
Mr. Clint Little 203	Algebra 8	Geometry	Math 7	Math 5	Algebra II	Lunch	Math 6	Planning	AD	6th grade Head BBB	
Mr. Aaron McCoy 303	Geography	Planning	World History	American History	Government	Lunch	Geography	Government	PEB 7/8	HAL N/HS Quiz Bowl Jr. Hi B Sports	
Mrs. Calli McCoy 204/209	Counselor	Counselor	Counselor	7th Homeroom	Counselor	Noon Duty	Counselor	Study Hall 7/8 MW/F:7 T/Th:F:8	Counselor	12th Grade Crisis Team	
Mrs. Kathleen Roos 304					Planning / Travel	Lunch	Spanish II	Spanish I	Spanish III	Mult-Cultural	
Mr. Rob Simpson 201/140	Digital Media/ Media Production	Social Studies 5	Social Studies 8	Social Studies 6	Lunch	Comp 5/6 MW/AF:5 TT/IAF:5	Social Studies 7	Planning	6th Homeroom	6th grade Head Track ILCD	
Ms. Elizabeth Sloan 110	7-12 Resource	7-12 Resource	7-12 Resource	7-12 Resource	7-12 Resource	Lunch	7-12 Resource	7-12 Resource	7-12 Resource		
Mrs. Mandi Wallace 105	Title	Title	Title	Title	Noon Duty	Noon Duty	Title	Title	PEG 7/8	SAT 504 Jr. Hi G Sports	
Mrs. April Williams 306					Planning	Lunch	Intro to AG	Intro to AG	Intro to AG	FFA	
Mrs. Ashley Wyatt 301	Planning	English 10	English 11	English 9	English 12	Lunch	Speech	English 12	5th Homeroom	Speech One-Act	

## **Smoke-Free Environment**

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not allowed on school property at any time. 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.

## **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. Visits by parents must be scheduled with the Classroom Teacher or Principal ahead of time.

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

### **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, unless they are receiving help from a teacher. **Prior to that time, the school is not responsible for supervision of the students.** Students will be admitted to the school building 20 minutes prior to the first class. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

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.

### **Signing a Child In and Out of School**

Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office or contact the school office for this purpose. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent on the emergency card.

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



## **Classroom Behavior**

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules which students must obey.

## **Care of School Property**

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.
3. Fines for textbook damage will be assessed by the classroom teacher at the end of the school year based upon the damage to the textbook. Students may be charged the full replacement cost of the book if the amount of damage warrants such a fine. Students will be charged the full replacement cost for lost textbooks.

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

## **Closed Campus**

Overton Public School will have closed campus for all grades. All students are required to remain on campus during the school day unless granted permission from the Principal. All students must remain at school during lunch times unless granted permission from the Principal.

## **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. All lockers are equipped with a lock. We recommend that the locker be locked at all times. 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. Students are not allowed to change lockers without permission from the Principal.

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

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may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

### **Use of Restrooms**

Students excused to use the restroom must use the proper restrooms. Restrooms in the locker rooms are to be used when in a Weights or PE class only. Middle and High school students are not to use the Elementary bathrooms when possible.

### **Use of Copy Machines**

No student is allowed to use the copy machine unless approved by the Superintendent or Principal. If students need copies, teachers must make them for you and if copies are made for personal use they will be made at ten cents a copy. No students are to be sent out of class to have copies made without a pass.

### **Use of Telephone**

Use of the office phone will only be allowed in an emergency or when a student is ill. There is a public phone available for student use. The public phone is NOT to be used during class time. Use of the phone is not an excuse to be tardy to class.

### **Use of the Stage**

Students are not to be on the stage at any time unless under the direct supervision of a staff member.

### **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, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or

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local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

The school district generally prohibits students from taking photographs or making video recordings on school grounds, in a school vehicle, or at a school event except as provided in policy or as otherwise required by law. Students may take photographs and make video recordings only after receiving permission from school Administration. An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

### **Student Valuables**

The school provides the necessary equipment for classroom and school day activities. The school is not responsible for ruined or lost personal equipment. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. Students, not the school, are responsible for their personal property.

### **Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. Students may also check with the custodial staff regarding lost items. If articles are lost at school, report that loss to office personnel. Students items left on the locker room floors, at the end of the school day, will be placed in lost and found.

### **Insurance**

The school district is not an insurer of student safety, and parents are encouraged to secure insurance covering their students' healthcare needs, including catastrophic coverage for injuries which may be sustained while participating in athletics or other extracurricular activities.

### **Concessions**

Concession privileges will be granted to the various school organizations in an equitable manner by the principal. Sign-up for concession stands will begin with school groups first and then made available to outside groups. The group in charge of the concessions at the games will be responsible for clean up immediately after the game.

### **Media Center**

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine which accumulated on a book charged to him/her. If a book is

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lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

### **Cafeteria Rules**

Overton Public School is committed to providing a quality breakfast and lunch program for our students. Proper nutrition is a key element to academic success. While in the cafeteria, the following rules will be in place:

1. All leftover food, napkins, milk cartons, and other items should be deposited in the trash cans.
2. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. There will be no throwing of food or other items.
5. Second servings are available to those who have made an effort to clean their trays.
6. Students should remain at their tables until they are dismissed. Students are expected to eat lunch at school or bring their own lunch from home.
7. Students must treat lunch personnel with respect.
8. Students who violate the above rules will be disciplined

### **Bulletins and Announcements**

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices. The announcements will also be emailed out to all staff and students in grades 7-12.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

### **Transportation to School**

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

1. Students will properly park their vehicle in the student parking lot.
2. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.

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3. Students must drive with care to insure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
4. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

### Bussing:

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

### Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. 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. If misconduct is recurring, the student will not be allowed to ride the bus.

#### a) 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.

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- 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.

### b) 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 a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or 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.

### c) 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.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Bicycles. Bicycles must be parked in the racks provided on the West side of the building. We recommend all bicycles be equipped with locks and licenses. The school is not responsible for damage or theft of parts while bicycles are on school property.

### Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor, which has been signed by that student's parent.

## **Severe Weather and School Cancellations**

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information will be broadcast on Channel 13 and radio station KRVN-Lexington. This information will also be sent through the One-Call Alert System.

**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 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. **Parents should have a plan in place to accommodate these circumstances.**

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

**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. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

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

## **Child Abuse and Neglect**

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; or (5) sexually abused.

## **Complaint Procedures**

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, sex, 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;



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- 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.

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

### **Student Fee Policy**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

#### Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

#### Listing of Fees Charged by this District.

1. Clothing Required for Specified Courses and Activities. Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.
2. Safety Equipment and Attire. The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
3. Personal or Consumable Items. The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
4. Materials Required for Course Projects. The school district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the

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district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

The maximum dollar amount charged by the district for course materials shall be:

- Industrial Technology Classes \$0.00 (students will pay/provide materials for personal projects that will be taken home)
- Art Classes \$0.00
- Family and Consumer Science Classes \$0.00 (students will pay/provide materials for personal projects that will be taken home)

5. Extracurricular Activities. The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student activity card: \$30.00(covers admission to all extracurricular events)
  - Future Business Leaders of America (FBLA):\$0.00 (students will fundraise to attend State & National events)
  - Family, Career and Community Leaders of America (FCCLA): \$25.00 (students will fundraise to attend State & National events)
  - Cheerleading & Dance team: Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount for Cheerleading or Dance team uniforms will be \$1200 per activity.
  - Football: Students must provide their own football shoes and undergarments.
  - Golf: Students must provide their own golf shoes, undergarments, and clubs.
  - Track, volleyball, wrestling and basketball: Students must provide their own shoes and undergarments.
  - Future Farmers of America (FFA) \$0.00 (students will fundraise to attend State & National events): Students must purchase their own jackets in addition to paying dues.
6. Post-Secondary Education Costs. Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.
7. Transportation Costs. The district will charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$0.00 per mile.

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8. Copies of Student Files or Records. The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of \$0.00 cents per page for reproduction of student records.
9. Participation in Before-School, After-School or Pre-Kindergarten Services. The district will charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.
10. Participation in Summer School or Night School. The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount for summer and night school shall be \$0.00.
11. Charges for Food Consumed by Students. The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-12
    - Regular Price      \$1.45
    - Reduced Price     \$.30
  - Lunch Program – Grades K-4
    - Regular Price      \$2.35
    - Reduced Price     \$.40
  - Lunch Program – Grades 5-12
    - Regular Price      \$2.90
    - Reduced Price     \$.40
  - Second milk       \$.50 (each)
  - Second entrée     \$1.00 (each)
12. Charges for Musical Extracurricular Activities. Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:
    - Band students must provide their own instruments.
    - Swing choir students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$0.00.
  13. Contributions for Class Extracurricular Activities. Students are eligible to participate in a number of extracurricular activities during their years in Junior/ Senior High school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to participate in fundraising activities. No class dues will be charged.

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### Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Students are not required to participate in the free or reduced-price lunch program to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal. Application forms are available in each school building office.

### Voluntary Contributions to Defray Costs.

When appropriate, the district will request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements, and staff members of the district are directed to communicate that fact clearly to students, parents and patrons.

### **Copyright and Fair Use Policy**

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

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

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

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

## **Section 2 – Attendance**

### **Attendance Policy**

It is the philosophy of the Overton Board of Education and the Administrative Personnel that, in order for the student to obtain maximum benefit and success from their education in the Overton Public Schools, they must attend school regularly and be prompt for the beginning of each class period.

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 discontinue their enrollment pursuant to Board Policy 5001.

Mandatory Attendance Age & Exceptions: All children who are or will turn six years old before January 1<sup>st</sup> 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<sup>st</sup> 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 and to the superintendent using the form which is attached to this 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 – 16-17 Year Old Students: Only children who are at least 16 years of age may be disenrolled 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 which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling 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 and Absences**

Excused and Unexcused Absences. Absences are either excused or unexcused. The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe Weather

3. Medical appointments for the student (bring Dr. note back from appointment)
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding, or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

We ask the parents cooperation in seeing that this is kept to a minimum. An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed. A grade of zero (0) will be given for all unexcused absences and tardies that are not made up. Seventy percent, of the actual grade, will be given for make-up work if the absence is unexcused. Make-up time for unexcused absences shall be made up in the amount of double the time that the student was absent with the minimum time of 30 minutes. Saturday School will be assigned to students with unexcused absences. Routine appointments during the school day are discouraged.

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings. When a student is absent or tardy, parents/guardian must call the school by 8:00 a.m.(987-2424). Students will be assigned to detention after 4 tardies to school in a semester. Detentions will be issued for each tardy after the student has received 4 tardies to school in a semester.

Tardy to Class. Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher.

Leaving School or Class. Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose.

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

Absence Procedures: A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issued by the Principal's office. A conditional admit slip, good for two (2) days, may be issued to allow time to bring an excuse, in case no excuse has been provided upon returning to school. Work must be made up within the time allowed on the admit slip.

When a student is absent, for any reason, eight times from a semester class a letter will be mailed to the parents/guardians, from the principal, as a reminder of the absence status. When a student has missed ten class periods in a semester without doctors' notes, a letter will be sent to the parents/guardians notifying them of the attendance problem. At this time, the student will be given the option of attending

Saturday school to make up the missed class time (one Saturday school will equal one/half school day). If the time is not made up, credit will be withheld for the missed classes. An attendance committee may be asked to review reasons for absences and request additional requirements in addition to making up time. Possible requirements may include completion of missing work, tests, or assessments. If these requirements are not completed within the timeframe set forth by the committee, the student's credit may be withheld.

If a parent/guardian wishes to contest this ruling, they have 10 days after they have received notification of the 10th absence to request a hearing with the principal and the attendance committee.

### **Excessive Absenteeism**

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

Students who accumulate five (5) unexcused absences, or the hourly equivalent, in a semester shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented by the Attendance Officer to compel the student's attendance within the district's power:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. 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 may 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 may file a report with the appropriate county attorney. When a student's absences are excused or due to documented illness that makes attendance impossible or impracticable, the Attendance Officer may file a report with the county attorney of the county in which the student resides. "Documented illness" shall



mean a health condition that prevents the student from safely attending school that has been confirmed by a written statement by the student's health care provider. Students will have the option to attend Saturday School to make up the missed class time for unexcused absences.

### **Make-up Work**

Students who have advanced knowledge that they will be absent from school must bring a note to the principal (or phone call) from a parent stating the reason and date of the upcoming absence. The Principal may then issue a pre-make-up slip permitting the student to make up work that will be missed. Both the make-up work and make-up slip must be returned to the teacher and principal respectively prior to the actual absence. When parents do not notify the school, the school will try to notify the parents.

The student has the responsibility to contact teachers, initially, regarding make-up assignments. A grade of zero (0) will be given for all unexcused absences and tardies that are not made up. Seventy percent, of the actual grade, will be given for make-up work if the absence is unexcused. Make-up time for unexcused absences shall be made up in the amount of double the time that the student was absent with the minimum time of 30 minutes. Saturday School will be assigned to students with unexcused absences.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. If requested, assignment sheets will be prepared for students who are ill. If parents or students request assignment sheets the school should be contacted by no later than 10:00 a.m.

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

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

In order for any student to participate in an activity or practice, you must be in school by 9:00 AM on the day of the activity. If you are absent from school because of an appointment, the school must be notified by noon the day before. Any exceptions must have the approval of the athletic director and principal. Students wishing to watch siblings in JH activities or Elementary activities must have a parent note turned into the office two days prior to the activity. They must also complete an advanced make-up slip. The Principal retains the right to grant participation should exceptional circumstances prevail.

## Section 3 – Academic Information

### Grading System

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

A	93-100
B	85-92
C	77-84
D	70-76
F	0-69
I	Incomplete

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

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade which the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

### Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

### **No-Zero Policy for Homework**

Academic success or failure is determined by a number of factors. One of the main factors of student failure is homework. Failing to do homework results in two major problems; one, the student does not practice and move toward mastery of a topic; and two, incomplete homework results in a zero in the gradebook. Many students do not realize the devastating effect zeros have on their cumulative grade.

Overton Public School is attempting to eliminate zeros from student grades by making sure all homework is completed and turned in. The teachers have been asked to hold students accountable for all homework. If a student comes to class without homework completed, he or she is to call his or her parent and make arrangements to attend Access Period that afternoon or to come in before school the next morning. Students who ride the bus must stay after school the following day if arrangements cannot be made for that afternoon.

Flexibility is built into the policy to benefit teachers and students. Teachers are allowed to use professional judgment when addressing the needs of the students. Some teachers may find time during the day for the student to come to them and complete the homework rather than having them stay after school. For example, teachers may ask a student to come in during Homeroom, Study Hall, or during their planning period if the student has time in their current class. Teachers must communicate with the other teachers on the last example. If a student completes their homework during the day, they are still required to turn their homework in after school so the teacher can check the paper for accuracy and to ensure the student comprehends the material unless other arrangements have been made between the student and teacher. All late homework will be graded at 80% of the actual grade. If a student does not show up for Access Period, when assigned, the teacher will issue a detention for this action.

### **High School Yearly Course Requirements**

High school students in all grade levels are required to register in the following courses: Math, Social Studies, Science, Health and Physical Education, and Language-Arts Core. The following is a list of required core classes by grade level.

9th Grade	Geometry, English 9, Geography, Physical Science, P.E. & Health, Information Technology I & II
10th Grade	Algebra II, English 10, World History, Biology, Speech, Art I or II
11th Grade	Trigonometry or Math 11, English 11, American History, Chemistry or General Science
12th Grade	Calculus or Business Math, English 12, Government

### **Graduation Requirements**

To participate in commencement exercises or receive an Overton Public Schools' diploma a student must fully complete all requirements for graduation prior to the official commencement ceremony, and complete other administrative requirements or conditions.

To be eligible for graduation from Overton High School, a student must have earned a minimum of 250 semester hours credit in grades 9 through 12 inclusive. A minimum of 40 earned semester hours credits must be earned during the school year in which the student intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education.

### Section 3 – Academic Information

Satisfactory completion of the following courses must be presented in the candidate's record:

Language Arts	40 semester hours
Speech	5 semester hours
Art	5 semester hours
Social Sciences	30 semester hours
Government	10 semester hours
Science	30 semester hours
Mathematics	40 semester hours
Business Education	10 semester hours
Information Technology	10 semester hours
P.E. and Health	10 semester hours
Electives	60 semester hours

Credits may be transferred from other schools and adjustments may be made in subject matter requirements.

The valedictorian and salutatorian of the graduating class shall be the students with the highest and second highest cumulative percentage grade point averages respectively in core curriculum course work completed in grades nine through twelve. These students will receive their awards during commencement exercises.

Correspondence classes may be used to fulfill graduation requirements so long as the class they are taking through correspondence is not offered by the district, or there are unavoidable conflicts within the student's schedule. All correspondence classes require the approval of the counselor and Principal. Correspondence class hours shall be limited to 40 hours. Conflicts and/or costs arising from a student who must retake a required course because of a failing grade will be the responsibility of the student and their parents/guardians.

Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the Board shall be included in the minutes. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance. Students receiving a Certificate of Attendance shall not be eligible to participate in the graduation ceremony.

The sponsor and administration will determine appropriate dress and grooming for students for the graduation ceremony. Students who choose not to comply with guidelines regarding dress and grooming will not be permitted to take part or attend graduation ceremonies. Students who exhibit inappropriate behavior(s) during the graduation ceremony will not receive their diploma and no transcripts will be sent until a meeting is held with the School Administration. If student behaviors warrant, School Administration may hold students out of the graduation ceremony.

## **Semester Tests**

Core classes for grades 9-12 will have a cumulative semester test or project each semester. The semester test will be worth at least 10% of the overall grade for the course. A schedule for semester tests will be created each semester by the principal or his/her designee.

## **Promotion and Retention**

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program. Student retention will be reviewed by the administration and classroom teachers for any student who fails a class for the whole year in Grades 5-8. Students in Grades 9-12 will be retained if they have not passed 25 credits at their current grade level. The decision to retain a student at a specific grade level is reserved to the school administration.

## **Schedule Changes**

Students will be allowed to change their class schedule for a period of time at the beginning of each semester. Students needing schedule changes should notify the Principal or Guidance Counselor. Schedule changes must be signed by the teachers involved, the Principal or counselor, and the student's parent. Final approval of all schedule changes will be made by the Principal only.

## **Teacher Aides**

Students wishing to be a teacher's aide must be a Senior and have at least an 85% GPA and meet one of the following criteria:

- 1) Have the desire to enter the teaching profession after college.
- 2) Student Aide for a teacher in an area that reflects their future plans.
- 3) Obtain permission from the Principal.

Students must express this desire to the Principal or Guidance Counselor before registration begins for the next school year.

## **Communicating with Parents**

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

## **PowerSchool**

Students will be given a password allowing them to access to their grades via PowerSchool. Parents/Guardians will also be given a password to access this information. These passwords will be mailed out within the first two weeks of school. Parents and students will be able to access the student's grades, attendance information, lunch transactions, and much more.

## **Student Planners**

Students in grades 5-8 will be issued a student planner at the beginning of the school year. This planner will also serve as the students pass book to the restroom, locker, library, etc. Students will be allowed three passes in their planner per day. If a student has forgotten or lost their planner, they will not be allowed to leave the classroom for these reasons. If a student has used all three of their passes in a day, they will not be allowed to leave the classroom during class time.

Students in grades 9-12 will be issued a pass book at the beginning of the school year. This pass book is the student's pass to the restroom, locker, library, etc. Students will be allowed three passes in their pass book per day. If a student has forgotten or lost their pass book, they will not be allowed to leave the classroom during class time. If a student has used all three of their passes in a day, they will not be allowed to leave the class during class time.

## **Academic Downlist**

Beginning with the second full week of each semester the Principal or Guidance Counselor will compile a list (Downlist) of students with grade averages below 77. The Downlist will be run on a weekly basis on Mondays at 10:00AM. If there is no school on Monday the eligibility list from the previous week will be used until the new eligibility list comes out. Students will be unable to participate in extra-curricular activities if they are failing two (2) classes as reported on the Downlist. Parents will be notified after each Downlist if their child is failing or is down in any classes. This will be done electronically via email, unless otherwise specified.

## **Access Period**

At the end of the day (Monday-Thursday) there will be an access period where students can go get help on their schoolwork. If you have a grade below a "C", missed school, or are on the weekly down list you are strongly encouraged to attend the access period. Grades 5-12 teachers will be in their rooms to help students. If teachers request that you attend access period and you do not show up, a detention will be assigned.

## **Report Cards**

Report cards will be issued after first semester and after second semester, to parents that have requested to have them mailed. Report cards will be accessible online, via PowerSchool, at the end of each semester. The report card of any student owing money to the school for library fines, lost books, lunch charges, or equipment not returned will be withheld until the bill is paid. Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two weeks or missing assignments will

receive grades of “0” and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

### **Parent-Teacher Conferences**

Parent-teacher conferences will be held at the end of the 1st quarter and mid-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. Parents are encouraged to communicate with their student’s teacher or the building principal to discuss parental concerns, student needs or any other issue.

### **Honor Roll**

The honor roll and honorable mention list will be published after each semester grading period. Students who have averages of 93%, 3.5, or higher for the semester grading period will comprise the honor roll, and will thus be eligible for honor time. No grade shall be below 85. Those students whose averages are 88%, 3.0, will be on the honorable mention list. No grade shall be below 80. Honor time will be granted to any student who is on the honor roll by the amount of one day for each appearance on the honor roll. This time may be accumulated only to one day and may be used in any way that the student and his/her parents see fit. When honor time is going to be used, a note from the parents will be given to the principal at least one day in advance verifying that they are aware this time is being taken. The principal will then issue a pre-make-up slip permitting the student to make-up work that will be missed. Both the make-up work and make-up slip must be returned to the teacher and principal respectively prior to the actual honor time taken. There will be no honor time taken on music program days, concert days, or during the last two weeks of school. The following courses will not be considered for figuring honor roll: Band, Chorus, Advanced P.E., Weight Lifting, Junior High Music and Junior High Physical Education. Honor roll lists are published in school and community publications.

### **Class Rank**

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis with the following exceptions: Band, Chorus, PE/Health 9, and Weights. 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.

## **Student Council**

The purpose of the Overton Student Council shall be to bring the interests of the students before the faculty and School Board; provide opportunity for students' cooperation in the internal government of the school; to promote the general welfare of the school; to create a sentiment for law and order; to sponsor some school activities.

Membership is open to those students in grades 9-12 who meet the required standards as stated in the Student Council Constitution. The following selection procedures will be followed when selecting new members for the Overton Student Council Chapter:

1. Membership of the Student Council shall be made up as follows:
  - a. Seniors – 4 Members
  - b. Juniors – 4 Members
  - c. Sophomores – 4 Members
  - d. Freshmen – 4 Members
2. Each class shall elect its own representatives. Student Council representatives shall elect President and Vice-President from the Senior representatives. The remaining officers of the Council shall be elected from and by the Student Council.
3. In order to be a candidate for election to the organization, a student must have maintained a cumulative grade point average of 80%. In order to remain a member, a student must maintain an 80% average for all semesters during his/her term of membership. Freshmen membership eligibility shall be based on eighth grade report cards.
4. Students who want to be candidates for Student Council will complete an application obtained from the sponsor. Those students eligible according to Article III, Sections 3 and 4, will be voted on by their respective classes.

Every effort should be made to elect students interested in the welfare of our school, and who are free to devote some time and effort to the work of the council. It is an honor to be elected to the Student Council. Student Council members that have violated the guidelines set forth in the extra-curricular handbook will be immediately expelled from Student Council for the remainder of the school year. Students violating the extra-curricular guidelines would be eligible to run for student council the following school year.

## **National Honor Society**

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

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a 5-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students each May.

The following selection procedures will be followed in admitting new members into the Overton Chapter of the National Honor Society:

1. Candidates shall have spent at least one semester in Overton Public School.
2. Candidates will be a member of the sophomore, junior, or senior class.



3. Students will first be considered eligible if they have a cumulative high school grade point average (GPA) of an A, or 93%.
4. The Faculty Council will determine membership for eligible students based upon leadership, service, and character using information gained from the candidates' student activity information form. A majority vote of the Faculty Council is needed for a candidate's acceptance into the society. The Chapter advisor will then notify the Principal of the Council's decisions regarding acceptance or non-acceptance of the candidates.
5. The Chapter Advisor will notify candidates of their selection or non-selection by letter.
6. Following the induction ceremony on Fine Arts Night, each member of Overton's National Honor Society will receive a copy of the local constitution. The local constitution, based upon the National Constitution and Handbook, outlines the Overton chapter's policies and procedures. Anyone wishing to view this constitution may contact the principal or the advisor.
7. Once inducted, members are required to maintain the same or higher level of performance in all four criteria that led to their selection. This obligation includes, but is not limited to, attendance at meetings, participation in NHS group functions and service projects, and individual service projects. Students or parents who have questions regarding the selection process or membership obligations, or who would like to view a copy of the local constitution **or** national constitution can contact the principal or the faculty advisor at the school.
8. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing and given a reasonable amount of time to correct the deficiency, except in the case of flagrant violation of school rules or civil laws, a member does not necessarily have to be warned.

In all cases of impending dismissal, a member shall have the right to a hearing before the Faculty Council. A member who has been dismissed may appeal the decision of the Faculty Council under the same rules for disciplinary appeals in the school district.

## **Academic Integrity**

### **A. Policy Statement**

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

### **B. Definitions**

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

1. "**Cheating**" means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.
2. "**Plagiarism**" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.
3. "**Contributing**" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at

your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

C. Consequences

The following consequences will occur for academic integrity offenses:

1. Academic Sanction: The instructor will refuse to accept the student's work in which the cheating or plagiarism took place and assign a grade of zero "0" for the work. The student may not redo the assignment or retake the test. If the teacher determines that a student cheated by knowingly sharing his/her work with another student, that student will also receive a zero "0" with no opportunity to redo the work.
2. Report to Parents and Administration: The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
3. Student Discipline Consequences: Academic integrity offenses are a violation of school rules. Students violating Academic Integrity policies will receive a detention for their actions. The Principal may recommend consequences in addition to those assigned by the instructor, up to and including suspension or expulsion.

## **Section 4 - Support Services**

### **Student Assistance**

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

### **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.

### **Students with Disabilities: Section 504**

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

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

NOTICE OF NON-DISCRIMINATION

Overton Public Schools does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status, or based on such protected classes in admission or access to, or treatment of employment or educational programs and activities. Any person having information or inquiries regarding any such discrimination is directed to contact Superintendent Mark Aten, in writing at P.O. Box 310, Overton, Nebraska 68863 or by telephone at (308)987-2424. Any person may also contact 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 (800) 368-1019; or by fax at (816) 268-0599, regarding complaints of discrimination based on race, color, national origin, gender, age, disability as well as complaints concerning the denial of access or other discrimination against Boy Scouts or other youth groups.

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Non-Discrimination Policy

In compliance with all Federal, State, School rules, laws, regulations, and policies, Overton Public Schools ("The District") shall not discriminate on the basis of sex, age, race, color, national origin, religion, or disability in the educational programs of activities which it operates. With respect to the Americans with Disabilities Act of 1990 (ADA or Title II) and Section 504 of the Rehabilitation Act of 1973 (Section 504), the Board provides the following definitions, policies, and procedures:

- a) ADA Amendments Act
  - i. "Disability" means:
    - 1. A physical or mental impairment that substantially limits one or more major life activities of such individual;
    - 2. A record of such an impairment; or
    - 3. Being regarded as having such an impairment
  - ii. Major life activities may include caring for oneself, performing manual tasks, seeing, hearing, eating sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.
  - iii. The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measure such as: (1) medication, medical supplies, equipment, or appliances, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies; (2) use of assistive technology; (3) reasonable accommodations or auxiliary aids or services; or (4) learned behavioral or adaptive neurological modifications. The ameliorative effects of the mitigating measure of ordinary eyeglasses or contact lenses shall be considered in determining whether an impairment substantially limits a major life activity.
  - iv. An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability.
  - v. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active; and
  - vi. The definition of disability shall be construed in favor of broad coverage of individuals under Section 504 and Title II, to the maximum extent permitted by the terms of those laws.
- b) Free Appropriate Public Education
  - i)The District shall provide a FAPE to each qualified student with a disability in the District's jurisdiction. An appropriate education is the provision of regular or special education and related aids and services that are designed to meet individual educational needs of students with disabilities as adequately as the needs of students

## Section 4 - Support Services

- without disabilities are met, and complies with applicable federal regulations:
- ii) The District shall educate, or shall provide for the education of, each qualified student with a disability in its jurisdiction with students without disabilities to the maximum extent appropriate to the needs of the student with a disability. The District shall place a student with a disability in the regular educational environment unless it is demonstrated by the District that the education of the student in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily; and
  - iii) The District shall ensure that students with disabilities participate with students without disabilities in nonacademic and extracurricular services and activities to the maximum extent appropriate to the needs of the students with a disability. Nonacademic and extracurricular services and activities include, but are not limited to, meals, recess periods, counseling services, physical recreational athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the District, referrals to agencies which provide assistance to students with disabilities, and employment of students.
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- iii. The District shall ensure that students with disabilities who have been provided special education or related services are periodically reevaluated.
    - 1. recommendations, physical condition, social or cultural background, and adaptive behavior;
    - 2. Establish procedures to ensure that information obtained from all such sources is documented and carefully considered;
    - 3. Ensure that the placement decision is made by a group of persons, including persons knowledgeable about the student, the meaning of the evaluation data, and the placement options. A parent(s) or guardian is a required participant if he or she is a person knowledgeable about the student;
    - 4. Ensure that the placement decision is made in a timely manner, and in the least restrictive environment in accordance with 34 C.F.R. §104.34.
- c) Evaluation and Placement
- i. The District shall conduct an evaluation of any student who, because of a disability, needs or is believed to need special education or related services, before taking any action with respect to the initial placement of the student in regular or special education and any subsequent significant change in placement. The District shall ensure that:
    - 1. Tests and other evaluation materials have been validated for the specific purpose for which they are used and are administered by trained personnel in conformance with the instructions provided by their producer;
    - 2. Tests and other evaluation materials include those tailored to assess specific areas of educational need and not merely those which are designed to provide a single general intelligence quotient; and
    - 3. Tests are selected and administered so as best to ensure that, when a test is administered to a student with impaired sensory, manual, or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test purports to measure).
  - ii. The District shall ensure the following actions are taken when interpreting evaluation data and making placement decisions:
    - 1. Draw upon information from a variety of sources, including aptitude and achievement tests, teacher



## Section 4 - Support Services

### U.S. Department of Education, Office of Civil Rights Disclaimer

These materials are not intended to add or subtract from any otherwise applicable requirements contained in any federal or state law. Nor are they intended to describe all legal requirements that apply to children with disabilities. These materials are intended to provide suggestions that school systems may find helpful to address the issue of services for children with disabilities. The U.S. Department of Education, Office for Civil Rights, does not require any school department, school district or school to make use of these materials. Information and materials cited herein are provided for illustrative purposes only and are not specifically endorsed or approved by the Office for Civil Rights.

A Parent Guide to Section 504 is a pamphlet, which provides information and describes the requirements of Section 504 of the Rehabilitation Act of 1973 with respect to preschool, elementary and secondary school policies involving placement of children with physical and mental disabilities.

This pamphlet is designed specifically to give parents understanding by providing information to help them access services for eligible Section 504 children.

#### What is Section 504?

Section 504 is the part of the Rehabilitation Act of 1973, which applies to persons with disabilities. Section 504 is a civil rights act, which protects the civil and constitutional rights of persons with disabilities.

#### The Law

Section 504 states that no person with a disability can be excluded from or denied benefits of any program receiving federal financial assistance.

Section 504 and special education are two separate services. All school districts should have a Section 504 Coordinator to answer your questions about Section 504.

#### Historical Background

Section 504 of the Rehabilitation Act of 1973 was passed by congress in 1973. Regulations implementing the statute became effective in 1977. For many years school districts perceived its main obligation as ensuring physical access to public buildings (i.e., ramps were installed, curbs were cut, elevators were added to multi-level buildings, rest room stalls were enlarged, etc.). Schools were at the same time committed to compliance with special education regulations now referred to as the Individuals with Disabilities Education Act – (IDEA).

With passage of the rehabilitation Act of 1973, Congress required that school districts make their programs and activities accessible and usable to all individuals with disabilities.

Within the last several years, the Office for Civil Rights (OCR) has become active in assisting school districts in further defining "access." The definition of access means more than physical access; a child may require special accommodations such as modified assignments in order to benefit from their education.

### How Does Section 504 Define "Appropriate Education"?

A free appropriate education is one provided by the public elementary or secondary school which includes general or special education and related aids and services that (1) are designed to meet the individual educational needs of a person with a disability as adequately as the needs of a non-disabled person are met, and (2) are based upon adherence to evaluation, placement, and procedural safeguard requirements.

#### How Does Section 504 Define "Disability"?

Section 504 of the Rehabilitation Act of 1973 protects persons from discrimination based upon their disability status. A person is disabled within the definition of Section 504 if he or she:

#### Eligibility For 504 Services

\*Has a mental or physical impairment, which substantially limits one, or more of a person's major life activities; the impairment must impact the child's education

"Major life activities" include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. When a condition does not substantially limit a major life activity, the individual does not qualify under Section 504.

In order to determine eligibility for Section 504 services, your child must be evaluated by a team of individuals who are familiar with your child. The results will be shared at a team meeting in which you are involved.

#### WHAT ARE SOME DIFFERENCES BETWEEN SPECIAL EDUCATION AND SECTION 504?

Type	Section 504	Special Education (IDEA)
Funding	A civil rights act	An education act
Administration	School funding	State - federal-local funding
Service Tool	Section 504 coordinator	Special education director
Disabilities	Accommodations and services	Individualized Education Program (IEP)
Parents	All disabilities if eligible	16 Federal Disabilities
Procedural Safeguards	Should be involved in all team meetings Notice of consent of parents is required	Should be involved in all team meetings Parent consent and notice required for initial evaluations and reevaluation and placement



## Section 4 - Support Services

**Evaluation and Eligibility**

An evaluation is necessary before it can be determined if a child is eligible for Section 504 services.	An evaluation is necessary before it can be determined if a child is eligible for special education.
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### How Are Children With Disabilities Identified?

Section 504 covers a wider range of children with disabilities. The definition of disability under Section 504 includes children who have a physical or mental disability, which substantially limits one or more of life's major activities and impacts education.

For example, school staff should consider the potential existence of disabilities and possible Section 504 protection for children diagnosed as having asthma, HIV, Tourette's syndrome, attention deficit hyperactive disorder (ADHD), heart malfunctions, communicable diseases, urinary conditions, blood disorders, chronic fatigue syndrome, school phobia, respiratory conditions, blood/sugar disorders, post traumatic disorders, (with health issues that affect ability to learn), epilepsy, cancer, birth defects, tuberculosis, etc.

### Does Section 504 Require Evaluations?

Section 504 requires that a school evaluate "any person who, because of a disability, needs or is believed to need special education or related services." An evaluation is also required prior to any significant change in placement. Most evaluations under Section 504 only involve gathering testing that has already been conducted, such as medical records. The evaluation data should be reviewed to determine if it is current or needs to be updated.

### Eligibility

If the school or parent has reason to believe that, because of a disability as defined under Section 504, a child needs general or special education or related aids and services in order to participate in the school program, the school must evaluate the child. If it is determined that a child is eligible under Section 504, the school must develop and implement the delivery of all needed services or accommodations.

### Services

The determination of what services of accommodations are needed must be made by a group of persons knowledgeable about the child. This usually involves the school principal, classroom teacher(s), and other educators working with your child. *The parent and child should be included in the process whenever possible.* The group must review the nature of the disability and how it affects the child's education. The decisions about Section 504 eligibility and services must be documented in the child's file and reviewed periodically.

An appropriate education for children eligible under Section 504 may consist of education in general classes with accommodations and programs designed to meet the unique needs of a particular child.

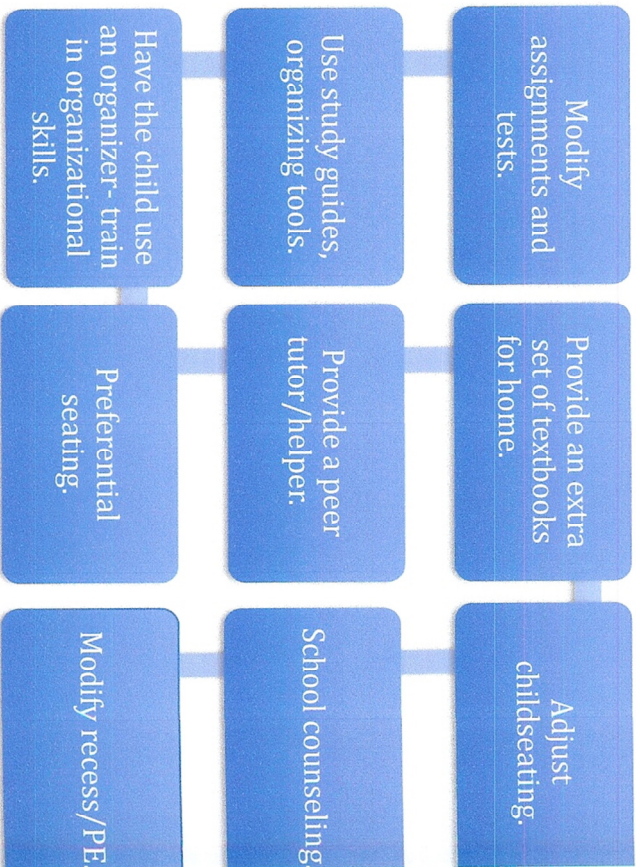
Modifications in academic requirements and expectations may be necessary to accommodate the needs of an individual child with disabilities to enable participation in the general education program.

It is important to keep in mind that some children who have physical or mental conditions that limit their ability to access and participate in the education program are entitled to rights under Section 504, even though they may not fall into a disabilities category covered under IDEA or special education.

### What Does Making Accommodations Mean?

Accommodations are adjustments made by the classroom teacher(s) and other school staff to help children benefit from the local educational program. In some cases a plan should be developed outlining services and accommodations.

### Examples of Accommodations





## Section 4 - Support Services

### Example

The following is an example of a child who is eligible for Section 504 services and possible accommodations provided by the school.

A child has been diagnosed as having asthma. The doctor has advised the child not to participate in physical activity outdoors. The disability limits the major life function of breathing. The school is required to make reasonable accommodations in the education program.

Possible Accommodations:

- \*Modified activity level for recess, adaptive physical education, etc.
- \*Use of air purifier or inhalants
- \*Avoidance of allergens.
- \* Inhalant therapy assistance.
- \*Medication administration, as prescribed.
- \*Policy adjustment for personal administration of medications.
- \*Access to water, gum, etc.
- \*Curriculum considerations (science class, PE, etc.)
- \*Develop health care and emergency plan.

The school should develop a written plan describing placement and services. Service decisions must be based upon evaluation information and child needs. The decisions must be made by a group of persons knowledgeable about the child, about the meaning of the evaluation data and about service options.

### What Are The School District Responsibilities - Under Section 504?

There has been much confusion over the years regarding the relationship between Section 504 and special education regulations. It must be emphasized that Section 504 falls under the management responsibility of the general education program. Special and general education staff should work together to ensure the civil rights of children with disabilities are not violated. The school staff and parents need to work in collaboration to help guarantee that the child is provided with the necessary accommodations.

To be in compliance with Section 504, schools must:

1. Provide written assurance of nondiscrimination.
2. Designate a 504 coordinator.
3. Provide grievance procedures to resolve complaints.
4. Provide notice of nondiscrimination in admission or access to its programs or activities. Notice must be included in a child/parent handbook.
5. Annually identify and locate all qualified children with disabilities who are not receiving a public education.
6. Annually notify persons with disabilities and their parents or guardians of the school's responsibilities under Section 504.
7. Provide parents or guardians with procedural safe – guards.

8. Conduct a self-evaluation of school district policies, programs, and practices to make sure discrimination is not occurring.

### What are the Responsibilities of Parents?

1. Share your concerns with the school early before problems become big.
2. Become involved in Section 504 meetings concerning their child.
3. Assist in developing appropriate accommodations and/or services for their child.
4. Encourage your child to cooperate with school staff and do their best.
5. When appropriate, collaborate with other agencies such as vocational rehabilitation.
6. Use mediation as an option if a difference cannot be resolved with the school.

### What Are the Responsibilities of the Eligible Child?

1. When appropriate, be involved at Section 504 meetings.
2. Before graduating from high school, be familiar with their rights at post secondary programs.
3. Cooperate and put forth maximum effort at school.

### What Is The Role of the Section 504 Coordinator?

The role of the Section 504 Coordinator is to assist the school in meeting requirements under Section 504 of the Rehabilitation Act of 1973. The coordinator will provide resources and help educators and administrators regarding their responsibilities under Section 504. In addition, the coordinator will assist in creating an on-going program that will support problem-solving teams in accommodating children's needs. *If you have questions regarding Section 504, call the school Section 504 coordinator.*

### What Are The Roles and Responsibilities of the Department of Education and the Office for Civil Rights?

The U.S. Department of Education is the agency of the U.S. Government that administers federal funds for education programs, conducts and disseminates education research, focuses national attention on issues and problems in education, enforces federal statutes prohibiting discrimination in any activities receiving federal funds, and ensures equal access to education for every individual.

The U.S. Department of Education maintains Regional Civil Rights Offices to enforce Section 504 and other civil rights laws. All parents have the right to directly contact the Office for Civil Rights in Kansas City, MO, if they believe their child is being discriminated against based upon their disability. Most differences with schools can be resolved before contacting the Office for Civil Rights. It is suggested you follow the procedures outlined below:

1. First try to resolve your differences at the teacher or school level. Set up a meeting to discuss your differences.



## Section 4 - Support Services

2. If unsuccessful, set up a meeting with the school district's Section 504 coordinator.
3. If unsuccessful, ask for mediation. This is a free service for parents. A neutral individual will work with you and the school to help resolve your differences.
4. If unsuccessful, ask the Section 504 coordinator how to file a grievance.
5. In addition to the normal grievance procedure required by Section 504/ADA, Title IX, and Title VI, and the U.S. Department of Education has an administrative rule for regulating due process hearings under Section 504.
  - The impartial due process hearing is to resolve differences involving the education of Section 504/ADA qualified children with disabilities when such differences cannot be solved by means of a less formal procedure.
  - Due process is defined here as an opportunity to present objections and reasons for the objections to the decisions and /or procedures used by the school under Section 504/ADA.
  - 6. If unsuccessful, call the Office for Civil Rights in Kansas City, MO, to express your concerns.

### Office For Civil Rights Complaint Process

Sometimes, even when we do our best, we cannot come to agreement. Every effort must be used to resolve the difference at the local level, including requesting free mediation services. If all else fails, you have the right to file a complaint with the Office for Civil Rights.

An individual person or an organization may file a complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education. An OCR complaint must be filed, in writing, within 180 days after the violation has occurred.

Anyone wishing to file a formal complaint with OCR should submit in writing the following information in a letter or on the Discrimination Complaint Form available from OCR regional offices. Include:

1. Your name and address (a telephone number where you may be reached during business hours is helpful, but not required).
2. A general description of the person(s) or class of persons injured by the alleged discriminatory act(s) (names of injured person(s) are not required).
3. The name and location of the institute that committed the alleged discriminatory act(s); and
4. A description of the alleged discriminatory act(s) in sufficient detail to enable OCR to understand what occurred, when it occurred, and the basis for the alleged discrimination (race, color, national origin, sex, disability, or age).

A recipient may not retaliate against any person who has made a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under the four statutes listed above.

### In Identification, Evaluation, Eligibility, and Services

*The following is a description of the rights granted under Section 504 to children with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.*

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of disability;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or services for your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with children without disabilities to the maximum extent appropriate. It also includes the right to have the school district make accommodations to allow your child an equal opportunity to participate in school and school related activities;
5. Have your child educated in facilities and receive services comparable to those provided to children without disabilities;
6. Have evaluation, education, and placement decisions made based upon a variety of information sources, and by persons who know the child, the evaluation data and service options;
7. Have your child receive special education and related services if found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the child was placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and educational services;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is a 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 for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing;
14. File a 504 grievance if you have a disagreement with the school;

### SECTION 504 Parent/Child Rights

## Section 4 - Support Services

15. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, education program or services. You and the child may take part in the hearing and have an attorney represent you:

16. File a complaint with the Office for Civil Rights. The regional office is located at:

United States Department of Education  
Office for Civil Rights – Region VII  
OCR.KansasCity@ed.gov  
<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

17. Obtain more information about Section 504 contacting your district's Section 504 Coordinator or writing to: school

Nebraska Department of Education  
301 Centennial Mall South  
P.O. Box 94987  
Lincoln, NE 68509-4987  
(402) 471-2295

### 504 Coordinator

The person in the school who is responsible for assuring compliance with Section 504 is:

Mrs. Mandi Wallace  
[mandi.wallace@overtoneagles.org](mailto:mandi.wallace@overtoneagles.org)  
(308) 987-2424 ext. 105

Overtone Public School  
P.O. Box 310  
401 7<sup>th</sup> Street  
Overtone, NE 68863 -0310  
<http://www.ovr.esu10.k12.ne.us>

## **Guidance Services**

Overton Public Schools 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**

### **Birth Certificate Requirements**

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

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

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

### **Student Illnesses**

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.

Students who are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the

## Section 4 - Support Services

communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition, please call your family physician.

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

### Guidelines for Administering Medication

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication: (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) 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: (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) 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.

### School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1<sup>st</sup>.

## Section 4 - Support Services

### Physical and Visual Examination

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

### Immunizations

All students must furnish one of the following to school officials:

- Proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- A signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

#### Provisional Enrollment.

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

Students who are exempted 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 the School Immunization Rules and Regulations For 2017-2018 School Year**

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

## Section 4 - Support Services

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.

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

**Updated 5/2015**

### Guidelines for Head Lice

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

1. Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.
2. Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.
3. The student cannot ride the school bus until the district has cleared the student to return to school.



## **Section 5 - Student Discipline**

### **General Discipline Philosophy**

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extra-curricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

### **Forms of School Discipline**

Administrative and teaching personnel may take actions regarding student behavior 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. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

## Section 5 – Student Discipline

In this section, 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 section 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 section 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.

A. Detention: Detentions can be assigned by any staff member, school employee, or substitute teacher and will be a minimum of 30 minutes. ALL Detentions will be served with the staff member that has assigned the detention. Students skipping detention will receive another detention. Students skipping detention regularly may be assigned a suspension at the discretion of the Principal. If a student receives four written detentions during the school year they will be assigned to one day of Saturday School. This practice will continue until with every fourth detention until the student receives their 20<sup>th</sup> detention for the school year. At this time the student will be suspended for two days from school. After this suspension, the practice will start over with every 4<sup>th</sup> detention warranting a day of Saturday School and the 20<sup>th</sup> being two days of suspension.

B. Saturday School: Saturday School is scheduled when there is School on Friday and will last from 8:30-11:30AM. Students receiving Saturday School will be assigned the next available scheduled Saturday School. Students are not able to participate in extra-curricular activities on days in which they have served Saturday School. If a student chooses not to attend Saturday School they will be suspended from school for three (3) days for each Saturday School they are not in attendance. When a student has been assigned to Saturday School or suspended from school their parent/guardian should meet with the Principal before being admitted back into school. Students will be given the option to move one (1) assigned Saturday School to the next scheduled Saturday School. If the student chooses to move the Saturday School, they will be unable to participate in extra-curricular activities until the Saturday School is served. If a student is ill for Saturday School, parents must call the school at 308-987-2424 ext.206 and leave a message by 8:30am for the Saturday School to be excused. Students that are ill for Saturday School will be re-scheduled for the next available Saturday School. Students may be assigned to Saturday School on the following grounds:

1. As a method to make up time when a student has been absent over the ten times allowed for each class per semester
2. Making up time for skipping school
3. Accumulations of detentions

C. Short-Term Suspension: The Principal or the Principal's designee may exclude a student 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, which occur on or off school grounds, if



## Section 5 – Student Discipline

such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal 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/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her 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 all classwork while suspended. All assignments and assessments during the suspension period, will be graded at 70% accuracy.

D. 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.

E. 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

## Section 5 – Student Discipline

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.

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

### **Student Conduct Expectations**

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.

#### Grounds for Short-Term Suspension, 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;

## Section 5 – Student Discipline

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 amounts to a criminal act, 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, sex, 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;

## Section 5 – Student Discipline

- 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/newcomers; 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.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

### Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed with regard to 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:

## Section 5 – Student Discipline

- 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.

Additional Student Conduct Expectations and Grounds for Discipline: The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary

## Section 5 – Student Discipline

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

Dress Code: Students must come to school dressed in clean, neat and appropriate clothing to conform with educational standards. Students are prohibited from wearing the following attire:

- a. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
- b. Clothing that advertises or displays alcohol, tobacco or any illegal substance
- c. Caps, hats and bandannas during the school day or at school-sponsored events
- d. Bare feet (some type of footwear must be worn)
- e. Shorts, skirts, or skorts should be hemmed and long enough to reach that point on the leg where the fingertips touch when the arm is fully extended downward.
- f. Hairstyles which distract from the learning process or the health and safety for either the student or others
- g. Any clothing that could cause damage to others or school property
- h. Clothing that is torn, ripped, or cut
- i. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
- j. “Grubby clothes,” those which are purposely torn or bedraggled or threadbare, dirty or disheveled
- k. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
- l. Bare “midriff” (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps). Straps on tops must be “two adult fingers” wide.
- m. Pants and shorts worn below the waist so as to expose undergarments
- n. Pants that drag on the floor
- o. Chains hanging or attached to pants or shorts
- p. Coats during school hours unless the student has permission from a faculty member
- q. Visible (other than the ear) body or skin piercing, including the tongue and lip. Flat surface studs will be allowed and restricted to be no larger than 3mm in size (see the following sizing guide).
  - 1 mm
  - 2 mm
  - 3 mm
- r. All tattoos must be covered so they are not visible at school or any school activity.

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

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

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Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

Cell Phones and Other Electronic Devices: Students may not use cellular (cell) phones or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices between classes and during lunch periods, so long as they do not create a distraction or a disruption. Students may not have cell phones or other electronic devices while they are in locker rooms, classrooms or restrooms. During school hours students must keep their cell phones or other electronic devices in lockers or a personal vehicle.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student after serving a detention for the first violation. All subsequent violations will result in the following discipline: the device will be confiscated and turned into the administration, a detention will be served, and the phone must be picked up by the offending student's parent/guardian. 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.

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.

Harassment and Bullying Policy: Students are prohibited from engaging in any form of bullying. "Bullying" means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events. The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal and Board Policy 5054 will be followed.

Inappropriate Public Displays of Affection (IPDA): Students may not engage in public displays of affection that is disruptive to the school environment or distracting to others. Prohibited conduct

## Section 5 – Student Discipline

includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate. Students will face the following consequences for IPDA:

- a. 1st Offense: Student will be confronted and directed to cease.
- b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified. Students may be assigned to detention with the Principal or Counselor.
- c. 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.
- d. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

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

- a. Teacher Classroom rules will be covered at the beginning of the year and reviewed periodically by the classroom teacher throughout the year. These rules will be posted in the classroom.
- b. All students not under the direct supervision of an instructor should be out of the building by 4:00 p.m. It will be the duty of the teacher to see that students in their charge leave the building as instructed.
- c. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class. All students must obtain a written permission with a pass before they will be permitted to leave a class to see another teacher or work in their classroom. The teacher must be present when students are working in their classroom. Students must return to their regular class before the period ends.
- d. Sunflower seeds or another kind of seed are not allowed in the school building or classrooms. Juice and pop are not allowed in classrooms with carpet.
- e. Students are expected to bring all books and necessary materials to class. This includes study halls.
- f. Assignments for all classes are due as assigned by the teacher.
- g. Students are not permitted to sit on the tops of desks. Students will be financially responsible for any damages that occur.
- h. Students are not allowed to bring backpacks or book bags into the classrooms. This would also include any type of handbag, purse, or any similar item. All backpacks and book bags must be left in your lockers. Athletic bags must be left in the locker room.
- i. Students are not to operate the mini-blinds or the windows without permission of the teacher.
- j. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
- k. Students are to be in their seats and ready for class on the tardy bell.
- l. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
- m. Students must bring appropriate shoes when on the gym floors. Students are not allowed to cut across the gym floor in the South Gym, except to access the JH Girls Locker Room.
- n. Students are required to attend Assemblies and Pep Rallies, unless given permission to be excused by the Principal or Superintendent. Students are expected to conduct themselves as ladies and gentlemen and represent Overton Public School in a positive manner.



## Section 5 – Student Discipline

- o. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
- p. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
- q. Snow handling is prohibited.

### **Drug Free Schools**

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing or selling any drug, alcohol or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school’s activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution. Students will also be subject to suspension from extra-curricular activities as explained in Section 6 of this handbook.

### **Network, E-Mail, Internet and Other Computer Use Rules (Board Policy 5037):**

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.

- I. Student Expectations in the Use of the Internet
  - A. Acceptable Use
    - 1. Students may use the Internet to conduct research assigned by teachers.
    - 2. Students may use the Internet to conduct research for classroom projects.
    - 3. Students may use the Internet to gain access to information about current events.
    - 4. Students may use the Internet to conduct research for school-related activities.
    - 5. Students may use the Internet for appropriate educational purposes.
  - B. Unacceptable Use
    - 1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
    - 2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
    - 3. Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers.
    - 4. 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.
    - 5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
    - 6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
    - 7. 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

## Section 5 – Student Discipline

the system administrator.

8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. 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.
10. 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.
11. 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.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

### II. Enforcement

#### A. Methods of Enforcement

1. 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.
2. 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.
3. 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.
4. 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.

#### B. Consequences for Violation of this Policy

1. 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:
  - a. Loss of computer privileges;
  - b. Short-term suspension;
  - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

### III. Protection of Students

## Section 5 – Student Discipline

- A. Children’s Online Privacy Protection Act (COPPA)
  - 1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
  - 2. 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.
- B. Education About Appropriate On-Line Behavior
  - 1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
  - 2. Staff will specifically educate students on
    - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
    - b. Cyberbullying awareness and response.
  - 3. The School District’s technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

## **Section 6 - Extra-Curricular Activities - Rules & Regulations**

### **Extracurricular Activity Philosophy**

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement and greater student self-confidence and self-esteem. Overton Public Schools provides students with the opportunity to participate in a comprehensive activities program which includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a “contract” with parents, students or staff. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises 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.

Extracurricular activities are those sponsored by and usually held at school but are not part of the academic curriculum. The following activities are considered extra-curricular activities: band competition, basketball, cheerleading, dance team, FCCLA competition, football, golf, flag team, homecoming activities, honor society, mascot, music competition, one-act competition, prom, quiz bowl, speech contests, stage band, student council, swing choir, track, volleyball, and wrestling. All students participating in extra-curricular activities any time during the school year will sign up the first week of school or upon enrollment. The sign-up sheet will be in the Principal’s office. Students who do not sign up during the first week or upon enrollment will be ineligible to participate in extra-curricular activities. The school will randomly drug test the students who signed up to participate in the extra-curricular activities during the school year.

Warning for Participants and Parents : The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body’s bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant’s parents or seek immediate medical treatment.

If at any time during participation, a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

## Section 6 – Extra-Curricular Activities – Rules & Regulations

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

Insurance: The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities. The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

Transportation: All participants are expected to ride to and from away activities by means of approved school transportation. A participant may ride home with his or her parent/guardian only if the parent/guardian personally contacts the sponsor at the activity. A participant may ride home with an adult if the participant's parent/guardian has personally contacted the principal prior to the activity and the adult personally contacts the sponsor at the activity prior to leaving with the student. Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

Sunday and Wednesday Night Activities: In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night. The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the activities director or building principal.

**Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.**

**Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.**

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

## **Extracurricular Activity Code of Conduct**

All students associated with Overton Public Schools and participating in extracurricular or school sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of and public confidence in the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnishes the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

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

**Coach and Sponsor Rules.** Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in or attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event. This Code shall control in the event that there is a conflict with coach or sponsor rules.

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

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, use, distribution, or being at parties in the presence of alcohol, illicit drugs, tobacco, or controlled substances, or any lookalike or imitations thereof, without parental supervision, or being under the influence of alcohol, illicit drugs, tobacco, or controlled substances, or any lookalike or imitations thereof. "Lookalike or imitations" means substances such as K2 and products like electronic cigarettes, vapor pens, etc. (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 use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).
6. 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,

## Section 6 – Extra-Curricular Activities – Rules & Regulations

even if those activities do not rise to the level of “hazing” as defined below. Initiations are prohibited except by permission of the superintendent.

7. 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;
8. 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.
9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing or terrorizing.
10. Violating any school policy or a coach's or activity sponsor's training rules or rules of conduct.
11. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

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

## Section 6 – Extra-Curricular Activities – Rules & Regulations

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

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

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

### **Drug Free Schools**

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing or selling any drug, alcohol or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

### **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



## Section 6 – Extra-Curricular Activities – Rules & Regulations

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 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.

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

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

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.

Suspensions from extracurricular activities begin when the student is participating in an extracurricular activity and there is a contest or game scheduled for that week. (Example: if a student is not out for

## Section 6 – Extra-Curricular Activities – Rules & Regulations

football and goes out for basketball and is in violation of the code of conduct during the football season and self-reports, suspension for four weeks begins the week of the first basketball game.) During the suspension, the student will be placed on probation and allowed to practice as part of the team/group as long as his/her conduct remains constructive and he/she is an active contributor to the activity involved. If there is a week with no performance or competition, that week will not count toward the suspension. If a student is serving a suspension during a week in which an event is cancelled, the week shall still count towards the suspension. If the event is postponed, the week will still count, but the student is not eligible to participate in that specific event no matter when it is rescheduled. (Example: a student is serving the last week of their suspension and a track meet on a Friday is postponed until Monday due to weather. The student would not be able to participate in the Monday track meet, but would be able to participate in other events during that week.)

The consequences for extracurricular code of conduct violations are as follows:

1. First Violation
  - a. Self-Report: 4 weeks
  - b. No Self-Report: 6 weeks
2. Second Violation
  - a. Self-Report: 9 weeks
  - b. No Self-Report: 10 weeks
3. Third Violation
  - a. 52 weeks
  - b. 26 weeks (if parent/guardian funds an approved, appropriate counseling program)
4. Fourth Violation
  - a. Permanent dismissal from all extracurricular activity programs

Extracurricular Code of Conduct violations will accumulate during a period from the completion of sixth (6th) grade through eighth (8th) grade enrollment. Violations will not carry over from Junior High to High School. For High School students, violations will accumulate from the completion of eighth (8th) grade through twelfth (12th) grade. Active suspensions will carry over from one year to the next, including suspension from eighth (8th) grade to ninth (9th) grade.

Self-Reporting. Overton Public School believes a student who violates the Code of Conduct should 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.

## Section 6 – Extra-Curricular Activities – Rules & Regulations

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.

Coach's/Sponsor's Discipline: Notwithstanding the foregoing, any head coach/sponsor shall retain the right to discipline students in any reasonable manner including suspension from practice for up to two days and for suspension from participation in one interscholastic for any event of "conduct unbecoming a student participating in extracurricular activities." In the event such incident is not reported and acted upon by the Principal, it shall not constitute a first suspension under Paragraph 3(a). Group punishment for academic reasons is not allowed.

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

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

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

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

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

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

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

## **Attendance**

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

On the day of a contest, performance or other activity, student must be in attendance by 9:00AM. A student who is not in attendance by 9:00AM 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.

Students who are absent from school for any part of the day will not be permitted to practice or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence.

Students may not participate or attend an extracurricular activity/contest while serving school suspensions (short or long term) or expulsions. Students may not participate in extracurricular activities/contests on any Saturday they have been assigned Saturday School.

Students competing in two or more extra-curricular activities during the same time period need to be aware that conflicts may arise with contests. These conflicts are minimized as much as possible, however they may arise. If a conflict arises with two events and one of the events is a district contest, the student will be required to attend the district contest. If the student chooses not to participate in the district contest, they will not be able to participate in the other contest that day either.

If a participant misses a scheduled contest or performance, the coach or sponsor may impose discipline up to and including suspension of the participant from the activity for the remainder of the season or length of the activity.

## **Academic Standards**

To be eligible to participate in the school's activity programs, each student must:

1. Meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility (see page 74).
2. Be registered for 20 semesters credit hours and be in regular attendance.
3. Have not less than a 70% grade in two or more classes for a period of one week (Monday-Monday) to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility.
4. Complete classroom assignments prior to being excused for extracurricular activities that

## Section 6 – Extra-Curricular Activities – Rules & Regulations

occur during the school day. Students that do not complete classroom assignments prior to the event can be held from the event and/or issued a detention. (This would include track and golf meets during school days, and situations when teachers request students to help with activities that occur during the school day.)

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

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

### **Lettering Requirements**

Each time an individual meets or exceeds lettering requirements in the senior high, he/she will be awarded a letter by the sponsor of that activity at the conclusion of the season. The first time an individual letters in any sport at the senior high varsity level, he/she will be awarded the standard chenille letter representative of athletics of the senior high. Letters and other awards will be presented at the Athletic Banquet. The following guidelines will be used in determining students' eligibility for lettering:

FOOTBALL: To be eligible, an athlete must average two quarters of participation for each game played during the regular season. The above requirement can be waived in the case of an athlete who has contributed a great deal to the team. In all cases, the athlete must have the coaches' recommendation.

VOLLEYBALL: To be eligible, an athlete must play in 1/3 of the games in all matches played during the regular season. The above requirement can be waived in the case of an athlete who has contributed a great deal to the team. In all cases, the athlete must have the coach's recommendation.

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**CROSS COUNTRY:** To be eligible, an athlete must attend the majority of practices, participate in all cross country meets or place at a varsity cross country meet. In all cases, the athlete must have the coach's recommendation.

**BASKETBALL:** To be eligible, an athlete must average one quarter of participation for each game played during the regular season. The above requirement can be waived in the case of an athlete who has contributed a great deal to the team. In all cases, the athlete must have the coach's recommendation.

**WRESTLING:** To be eligible, an athlete must place in a major tournament. The above requirement can be waived in the case of an athlete who has contributed a great deal to the team. In all cases, the athlete must have the coach's recommendation.

**TRACK:** To be eligible, an athlete accumulates lettering points throughout the season. A minimum number of points must be attained by the end of the season. Letter points may be earned by overall attendance at practice, participation in meets, placing in meets, and additional methods outlined at the start of the season. The above requirements can be waived in the case of an athlete who has contributed a great deal to the team. In all cases, the athlete must have the coach's recommendation.

**GOLF:** To be eligible, an athlete must participate in 4 varsity invites during the season, be part of the varsity team that places as a team, or medal individually at the varsity or junior varsity level. The above requirements can be waived in the case of an athlete who has contributed a great deal to the team. In all cases, the athlete must have the coach's recommendation.

### **Practice & Facility Guidelines**

The individual head coach or sponsor, in cooperation with the high school principal, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor.

**Pre-Practice Requirements:** All students must meet the following requirements before they start practice.

1. Submit to the coach or sponsor a signed physical form. (All 7<sup>th</sup> & 8<sup>th</sup> grade students must have an athletic physical prior to participation in JHPE.) Students must also furnish the high school principal with proof of insurance.
2. Return to the respective office, the sheet found attached to these guidelines giving the following:
  - a. Parental/Guardian permission to participate in the extracurricular activity.
  - b. Parental/Guardian agreement to Extracurricular Guidelines.
  - c. Students agreement to Extracurricular Guidelines.
  - d. Parental/Guardian signature regarding extracurricular insurance.
3. A \$50 deposit has been provided to the school. This deposit only applies to students in grades 9-12.
- 4.

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Upon completion of the pre-mentioned pre-practice requirements, the student will be allowed to participate in practices.

Practice Regulations: In order that we may always have well-rounded extracurricular programs and athletes, the following regulations will be followed for practices:

1. Practice times will be set and explained to parents and athletes during parent meetings at the beginning of each season. Practice times will be reviewed by the administration.
2. Coaches will encourage students to participate in other extracurricular activities.
3. Nothing will ever be done by any coach/sponsor or participate to take away from another extracurricular activity.
4. Off-Season practices will be scheduled with the Principal so as to not take away from the activity in-season.
5. Students will not be allowed to change activities during a season.
6. Overton High School students cannot participate in another organized activity of the same sport, in school or out of school, during the period that he/she is a member of an Overton Interscholastic team.
7. No extracurricular activities will be scheduled on Sunday without permission from the Principal or Superintendent. No activities will be scheduled on Wednesday evening unless a team is required to play in Conference, District, or Tournament competition at this time.

Dressing Room Policies: All students will be under the direct supervision of the sponsor in charge while dressing. A student must not linger in the dressing room, be rowdy, or endanger the safety of others. The sponsor in charge will deal with all cases of misconduct while dressing.

Students are always to respect all equipment and supplies in the training room. Coach's offices and equipment rooms are off limits to all students except student managers. Exception: The student is asked to enter for a conference by the sponsor.

Equipment: The school tries to furnish the student with as much of the equipment needed as is feasible. We are confident that we have good equipment and in the case of contact sports, our athletes are well protected. There is a \$50 deposit fee to each 9-12 grade student participating in extracurricular activities. This deposit will be returned when all activities the student is involved in are over and all equipment has been returned.

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with the combination lock provided on the locker.

School-owned clothing or equipment that is checked out to individual student remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been check out to him/her and is lost or stolen.

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Weight Room / Fitness Center: The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport
4. Summer conditioning programs
5. Adult education

### **School Dances**

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

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 Overton Public Schools and their guests may attend.
  - a. Students currently attending Overton High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Overton High School or their own school are generally considered appropriate dates or invited guests.
  - b. Persons who are in high school and who have not been out of high school for more than two years 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 Overton Public Schools. For any dances at the middle school level, only students attending Overton Public Schools in the grade(s) for which the dance is being held may attend.
  - d. Students who are academically ineligible, as indicated by the weekly Downlist, may not attend.
  - e. Students who have been suspended from school or from extracurricular activities may not attend.
  - f. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
  - g. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.



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- h. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave. Further discipline action will be at the discretion of the Principal.
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances or showing the effects 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.
4. Addition Guidelines: Dances will not last longer than 12:00AM. All students will be required to remain at Prom for the entire dance. Prom expenses are not to exceed \$3500 unless approval given by the administration.

Eligibility for Selection as Royalty. All students in the Senior class are eligible for Homecoming Queen & King. Students who have violated the student or extracurricular code of conduct are not eligible for Homecoming Queen or King. Students must be academically eligible to be considered for Queen or King. The queen and king will be voted on by the high school student body by secret vote. Crowning will be held after the Homecoming football game.

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

Both parenting and coaching are very difficult vocations. Parents and coaches are vital pieces in the success of our students. 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.

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations

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and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education (“Rule 27”). Please see the Social Media Policy For School District Employees for further explanation.

### 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 or coaches. 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

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- 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 activities director to set up a meeting with the activities director, coach, and parent present.
  - At this meeting, an appropriate next step can be determined, if necessary.

### **Nebraska State Activity Association (NSAA) Rules**

#### Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <http://nsaahome.org/yearbook.php>. A summary of the major rules is given below. Contact the principal, activities director or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a *bona fide* student of their member school and have not graduated from any high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Student must have been enrolled and received twenty of credit hours in school the immediate preceding semester.

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7. Guardianship does not fulfill the definition of a legal parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eight, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
9. Student eligibility related to domicile can be attained in the following manners:
  - a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
  - b. If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
  - c. If a student elects to remain at the same high school initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
  - d. If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.
10. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
11. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2016-17 school year prior to May 1, 2016; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2016. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to May 1, 2016, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
12. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport.

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- The season of a sport begins with the first date of practice as permitted by NSAA rules
13. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school. (\*Refer to NSAA Bylaw 3.5.1.1 for exception in Swimming and Diving.)
  14. A student shall not participate on an all-star team while a high school undergraduate.
  15. A student must maintain his/her amateur status.

### NSAA Sportsmanship Rules

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts, which may endanger the personal safety of individuals involved, or acts, which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during such competition the member school and/ or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

### 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.

## **Concussions**

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:

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- 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.

The following information is meant as information for students and parents regarding concussions and what to do if you suspect you or your child has a concussion.

### **A Parent's Guide to Concussions**

#### **WHAT IS A CONCUSSION?**

A concussion is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

#### **CONCUSSION FACTS**

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms which interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

#### **WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?**

##### Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly

- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

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### Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness

- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

### **WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?**

An athlete who is suspected of having a concussion must be removed from play immediately, whether it a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

### **WHEN IN DOUBT – SIT THEM OUT!**

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

### **WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?**

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

*Step 1:* Light exercise, including walking or riding an exercise bike. No weight-lifting.

*Step 2:* Running in the gym or on the field. No helmet or other equipment.

*Step 3:* Non-contact training drills in full equipment. Weight training can begin.

*Step 4:* Full contact practice or training.

*Step 5:* Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.



## **HOW CAN A CONCUSSION AFFECT SCHOOLWORK?**

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

## **WHAT CAN YOU DO?**

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

## **OTHER FREQUENTLY ASKED QUESTIONS:**

### **Why is it so important that an athlete not return to play until they have completely recovered from a concussion?**

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

### **Is a "CT scan" or MRI needed to diagnose a concussion?**

Diagnostic testing which includes CT ("CAT") and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete's story of the injury and the health care provider's physical examination.

### **What is the best treatment to help my child recover more quickly from a concussion?**

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

**How long do the symptoms of a concussion usually last?**

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

**How many concussions can an athlete have before he or she should stop playing sports?**

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

**I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?**

The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions which happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from [A Parent’s Guide to Concussion in Sports](#), National Federation of High School Associations.

Some of this information has been adapted from the CDC’s “Heads Up: Concussion in High School Sports” materials by the NFHS’s Sports Medicine Advisory Committee. Please go to [www.cdc.gov/ncipc/tbi/Coaches\\_Tool\\_Kit.htm](http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm) for more information.

## **Section 7 - State and Federal Programs**

### **Notice of Nondiscrimination**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Mrs. Mandi Wallace at (308) 987-2424, [mandi.wallace@overtoneagles.org](mailto:mandi.wallace@overtoneagles.org) or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Mr. Mark Aten at (308) 987-2424, [mark.aten@overtoneagles.org](mailto:mark.aten@overtoneagles.org) or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Mr. Mark Aten at (308) 987-2424, [mark.aten@overtoneagles.org](mailto:mark.aten@overtoneagles.org) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report. Any person may also contact 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 (800) 368-1019; or by fax at (816) 268-0599, regarding complaints of discrimination based on race, color, national origin, gender, age, disability as well as complaints concerning the denial of access or other discrimination against Boy Scouts or other youth groups.

### **Multicultural Policy**

The school district will provide programs which 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 Records**

The Family Education Rights and Privacy Act ("FERPA") provides parents 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 date 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 parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Protection of Student Rights: The Board of Education respects the rights of parents and their children

## Section 7 - State and Federal Programs

and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA) and The No Child Left Behind Act (NCLB). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: during the first few weeks of school. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

Directory Information: 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. The school district has designated the following as directory information:

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, major field of study, 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.

Directory information about students may 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.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than August 31<sup>st</sup> of the current school year.

### Non-Directory Information

All of the other personally identifiable information about students that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

## Section 7 - State and Federal Programs

### 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 parents when it makes a disclosure under this provision.

### Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

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

### Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term “custodial parent” refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent’s request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents’ behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

### Notice Concerning Disclosure of Student Recruiting Information

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

## Section 7 - State and Federal Programs

**Police Questioning and Apprehension:** Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

### **Notice to Parents of Students in Programs Receiving Title I Funding**

**Staff Qualifications.** The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the school district will give parents the following information about their child's classroom teacher:

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

Upon request, the school district will inform parents whether their child is being provided services by a paraprofessional and, if so, the paraprofessional's qualifications. The request for such information should be made to the appropriate building administrator.

The school district will provide timely notice to parents if their child has been assigned to, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the No Child Left Behind Act.

**Standardized Testing:** The Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) assessment will be given to students in grades K-11 in the fall (September), winter (December), and spring (March-April) to determine the students' achievement probability for individual success. These scores will also be used to School Improvement purposes to show student growth.

Students in grades 3-8 will take the Nebraska State Accountability (NeSA) assessments in the spring. These assessments will be in April. Students in grade 11 will take the State ACT assessment in the spring. This date will be set by the Nebraska Department of Education (NDE).

### **Title I Parental Involvement Policy**

P.L. 103-382 affirms the principle that parental involvement is a vital part of the Title I program

It is the policy of Overton Public School District to provide quality education for every child in the district. To this end, parents/guardians of all participating children have the opportunity to be involved in the joint development of the district plan and in the districts review process for the purpose of school improvement. The district provides coordination, technical assistance and other necessary support in the planning and implementation of parent involvement activities. The district encourages family involvement and supports the partnership between home, school and community by providing understandable information about standards and assessments, and providing information and materials

## Section 7 - State and Federal Programs

for parents to help their children and to involve other parents. Overton Public School educates school personnel about involving parents and the value of parent contributions. The district also developed meaningful roles for community organizations and businesses to work with parents and schools. Family support is critical to every child's success in school and life.

It is the policy of Overton Public School that:

1. This jointly developed, written policy is distributed to parents of participating Title I students via the handbook distribution at the beginning of the school year in August/September. When new families enroll or new children become Title I participants, the policy will be mailed home.
2. Parent and family members are provided opportunities to participate, as appropriate, in decisions related to the education of their children.
3. An annual meeting is held at a convenient time for all parents and family members. Additional parent meetings with flexible meeting times shall be held throughout the year as determined by parent/guardian interest and suggestions. Meetings are announced via the school newsletter and/or sending announcements home with children. During this meeting family members will be involved in the planning, review, and improvement of the school parent and family engagement policy. The parent and family members will also be able to develop and or revise the school parent compact at this time.
4. Parents and family member are given assistance in understanding the requirements of the Title I law; national education goals; content and performance standards; Annual Parental Involvement Conference; parent/teacher conferences.
5. Parents and family members receive an explanation of the school's performance profile, expected proficiency levels for students, and their students' assessment results during regular parent/teacher conferences and whenever there is a need to discuss the progress of the individual child.
6. Parents and family members receive timely responses to all parent recommendation. Overton Public School s will provide assistance, opportunities, and/or materials for helping parents and family members to understand topics relating to their students academic achievement in a format, and when feasible, in a language that parents and family members can understand. To the extent practicable, districts and schools shall provide opportunities for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents of migratory children, including providing information and school reports required in a format and in a language such parents and family members can understand.
7. A jointly developed school/parent compact outlines shared responsibility for the improved student academic achievement and the means by which the school and parents continue to build and develop partnerships to help children achieve high standards. The compact was designed by the Title I teacher, teachers, and parents.
8. The Title I program provides opportunities for parents and family members to become partners with the school in promoting the education of their children at home and at school. Timely information regarding curriculum, academic assessments given, and proficiency levels.. The school

## Section 7 - State and Federal Programs

provides assistance to parents/guardians on how they can participate in decisions related to their children's education. The school provides reasonable support for parental involvement activities requested by parents and family members.

9. The school coordinates and integrates parent involvement programs and activities with other programs as appropriate through shared training opportunities, staff and parent awareness activities, and newsletters.

An annual evaluation of this policy shall be conducted to determine if it is effective in increasing parental involvement. Information will be collected from parents via surveys and interviews. The Title I Advisory Committee recommends policy revisions based on feedback from parents/guardians. All parents have the opportunity to provide recommendations for policy review and revision each year at the fall and spring parent meeting and whenever necessary throughout the school year.

### **Homeless Students Policy**

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Mr. Mark Aten, who may be contacted at (308) 987-2424.

### **Breakfast and Lunch Programs**

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

#### **Breakfast**

The school will serve breakfast daily from 7:40 a.m. until 8:00 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. Students in grades K-12 will be charged \$.30 for reduced price breakfast. The school district charges K-12 students \$1.45 and adults \$1.65 for breakfast. Extra milks may be purchased for \$.50 per half pint.



## Section 7 - State and Federal Programs

### Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-4 is \$2.35. Lunch for is \$2.90 for 5-12 students and \$3.65 for adults. Students qualifying for reduced price lunches will be charged \$.40. Extra milks may be purchased for \$.50 per half pint.

### Payment for Meals

Student lunch accounts need to be kept in good standing. If a student's account becomes \$25.00 or more overdue, they will receive a sack lunch for two weeks or until the account is brought up to date. Students may not eat breakfast during this time. If the account is not brought up to date within two weeks, the student will not be able to meals at school. This will continue until the student's lunch balance is paid in full or appropriate payment arrangements have been made with the Principal.

### Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20230-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

### Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. A student who engages 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.

### Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

2. Threat Assessment Team

The threat assessment team (team) shall consist of Mr. Mark Aten (Superintendent), Mr. Brian Fleischman (Principal), Mrs. Calli McCoy (Guidance Counselor), and Mr. Greg Gilg (Dawson County Sheriff's Deputy). The team is responsible for investigating all reported

## Section 7 - State and Federal Programs

threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

### 3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

### 4. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

## Section 8 – Forms

This section contains forms which students and their parents must complete and return to the school office **NO LATER THAN** the Friday of the 1<sup>st</sup> Week of School or within 3 days of enrollment at Overton Public School.

The forms contained are as follows:

- Receipt
- Acceptable Use of Technology – Students Agreement
- Acceptable Use of Technology – Parents Agreement
- Parent-Student-Teacher Learning Compact
- Medication Permission Form
- Authorization & Acknowledgement
- Acknowledgement of Code of Conduct

## RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, and paragraph three which states in part: “Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment...”

### PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Overton School District’s discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Overton Public Schools, including the Drug Free School Policy. I have also read the 504 parent guide included in this handbook. This does not necessarily mean I agree with them. My child and I have discussed these policies and understand that we must comply with them.

---

 Student’s Signature

---

 Date

---

 Parent/Guardian Signature

---

 Date

---

 Home Phone Number

---

 Mother Cell Phone

---

 Father Cell Phone

---

 Parent Guardian Email Address

Overton Public School District  
Addition to Student Code of Conduct  
*Appendix "2"*

ACCEPTABLE USE OF TECHNOLOGY

STUDENT'S AGREEMENT

In order to make sure that all members of Overton Public School District community understand and agree to these rules of conduct, Overton Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Overton Public School District and I understand and will abide by those district guidelines and conditions for the use of the facilities of Overton Public School District and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Overton Public School District, any of its employees, or any institution providing network access to Overton Public School District responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

Overton Public School District  
Addition to Student Code of Conduct  
*Appendix "3"*

ACCEPTABLE USE OF TECHNOLOGY

PARENT'S AGREEMENT

In order to make sure that all members of Overton Public School District community understand and agree to these rules of conduct, Overton Public Schools ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Overton Public School District. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Overton Public School District responsible for materials acquired or sent via the network.

I agree not to hold the Overton Public School District any of its employees, or any institution providing network access to Overton Public School District responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

## PARENT-STUDENT-TEACHER COMPACT

The school will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet State academic achievement standards.

### PARENT/GUARDIAN AGREEMENT

*(Any person who is interested in helping this student may sign in lieu of the parent.) I want my child to achieve. Therefore, I will encourage him/her by doing the following:*

- See that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Establish a time for homework and review it regularly.
- Provide a quiet well-lighted place for study.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.
- Provide a library card for my child.
- Read with my child and let my child see me read.

**Parent/Guardian Signature** \_\_\_\_\_

### STUDENT AGREEMENT

*It is important that I work to the best of my ability. Therefore, I shall strive to do the following:*

- Attend school regularly.
- Come to school each day with pens, pencils, paper, and other necessary tools for learning.
- Complete and return homework assignments.
- Observe regular study hours.
- Conform to rules of student conduct.

**Student Signature** \_\_\_\_\_

### TEACHER AGREEMENT

*It is important that students achieve. Therefore, I shall strive to do the following:*

- Provide homework assignments for students.
- Provide necessary assistance to parents so that they can help with the assignments.
- Encourage students and parents by providing information about student progress.
- Use Special activities in the classroom to make learning enjoyable.

**Teacher Signature** \_\_\_\_\_

### PRINCIPAL AGREEMENT

*I support this form of parent involvement. Therefore, I will strive to do the following:*

- Provide an environment that allows for positive communication between the teacher, parent, and student.
- Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction.

**Principal Signature** \_\_\_\_\_



## **MEDICATION PERMISSION FORM**

The parents/guardians of a student who is required take prescription or over-the-counter medication during school hours must provide the following information on an annual basis to the school:

- 1) Written permission from the parent/guardian authorizing school officials to administer the medication.
- 2) The medication must be in its original container. If receiving antibiotics during the school day, ask the pharmacist for an additional container.
- 3) Over-the-counter medication such as Tylenol or Ibuprofen will not be given to any student without written permission from a parent/guardian. In addition the student must provide their own medication to be kept in the main office. This medication must be in its original container.
- 4) Inhalers: please circle if you want your child to self-medicate or if you want the inhaler kept in the office.

Self-Medicate

Kept in the Office

Student Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Medication \_\_\_\_\_

Medication Dose \_\_\_\_\_ Time \_\_\_\_\_ Frequency \_\_\_\_\_

Parent Signature \_\_\_\_\_

Name of Primary Physician \_\_\_\_\_

Physician Phone Number \_\_\_\_\_



**AUTHORIZATION AND ACKNOWLEDGEMENT****WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION**

Many forms of athletic competition result in violent physical contact among players, the use of equipment which may result in accidents, strenuous physical exertion and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

---

Printed Name of Parent

---

Parent's Signature

---

Date

**ACKNOWLEDGEMENT OF CONDUCT CODE**

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. **This means that I may not possess, use or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the calendar year unless I am accompanied by a parent. I understand that this policy applies both during the school year and in the summer.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

---

Printed Name of Student

---

Student's Signature

Date

I understand that my student is obligated by this handbook, including the statements above.

---

Printed Name of Parent

---

Parent's Signature

Date