

# Millard North Middle School



## Student Handbook 2018 - 2019



## **A WELCOME FROM YOUR ADMINISTRATORS**

Welcome to Millard North Middle School! We take great pride in guaranteeing a world-class learning environment, and are certain you will be proud to be a Mustang! Student achievement is our top priority: our teachers provide outstanding opportunities for learning and growing every day.

Your success matters to us. We look forward to building a strong team with you and your parents/guardians. As you strive to learn more and challenge yourself by exploring ideas and concepts during your middle school years we, along with your teachers and family, support you.

We encourage you to participate in some of the rich extra-curricular opportunities at MNMS: join a club or team, stretch yourself and make new friends. We are confident your time at Millard North Middle School will be challenging, exciting and rewarding!

Sincerely,

Dr. Scott Ingwerson  
Principal

Mr. Sean Carlson  
Assistant Principal

Mrs. Anna Thoma  
Assistant Principal

Millard North Middle School  
2828 South 139th Plaza, Omaha, Nebraska 68144  
402- 715-1280 Fax:402-715-1275  
<http://nms.mpsomaha.org>

## **Millard Public Schools Board of Education**

Mike Kennedy, president      Dave Anderson, vice president  
Mike Pate, Linda Poole, Patrick Ricketts, Amanda McGill Johnson

Millard North Middle School, an International Baccalaureate School, guarantees each student will acquire the academic skills necessary for personal excellence and responsible living in a global society by developing inquiring, knowledgeable and caring citizens who help create a better world through intercultural understanding and respect. In our world-class educational environment, all students are challenged with engaging and diverse opportunities to become active, compassionate lifelong learners.

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## **SCHOOL HOURS AND TIME ON CAMPUS**

The school day is from 7:45 a.m. until 3:00 p.m. At 7:35 a.m. students may go to their lockers. All students need to be off campus by 3:20.

Before school supervisions begins at 7:20 a.m. until 7:35 a.m. in both the cafeteria and the Pit. After school supervision is provided in front of the building in the Pit and in the cafeteria from 3:00 p.m. until 3:20 p.m.

Any students remaining on campus after 3:20 p.m. will be required to wait in the Pit, unless they are under the supervision of a staff member. Students who need to be here after 3:20 must be with a staff member in an activity, sport, or working on homework in a classroom. Students may not stay in the building unsupervised. Students who leave the premises may not return to campus the same day unless they are returning for an evening event, such as a concert.

## **ATTENDANCE**

### **Compulsory Attendance Law**

"The Nebraska State Law provides that every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child not less than seven nor more than eighteen years of age, shall cause such child to attend regularly the public schools each day that such schools are open and in session except when excused by school authorities (sec. 79-201 School Laws of 1971).

Regular attendance at school is the primary responsibility of students and parents/guardian. There is no substitute for regular attendance and many classroom experiences cannot be made up. There are occasion when it is necessary for students to be absent from school all or part of the day. the following are justifiable reasons for absence.

1. Personal illness
2. Serious illness or death of a member of the family
3. Emergencies calling for the student's presence at home
4. Religious observance of the student's own faith
5. Participation in a school-sponsored function

Parents/guardians should notify the school by phone the morning of the child's absence, preferably between 7:00 a.m. and 8:00 a.m. If no contact is made by the home, an attendance officer will attempt to call the absent student's parent/guardian. If phone contact is unable to be made, students should report to the main office upon return to school, presenting a signed note from the parent/legal guardian.

When the parent/guardian has called the school on the day of absence, students may go directly to first class without stopping at the main office for an admit slip.

### **EARLY DISMISSAL**

When a request is made for a student to leave campus during the school day, a parent or guardian is required to sign-out the student in person, in the main office; a permit to leave must be obtained in the office by the student. Failure to comply with this procedure will be considered truancy and handled accordingly.

### **HOMEWORK COMPLETION**

It is expected every student turns in every assignment, on time and done well. Students who do not turn in homework, or who turn in poor quality homework, will be asked to complete or redo the assignment. This will be done before school, after school, during lunch, or at a time agreed upon by the student and teacher. Students who do not turn in assignments, or who earn low grades, may be assigned to interventions or other accommodations will be made.

### **MAKE-UP WORK**

Students with excused absences have the opportunity to complete missing assignments, per MPS Board Policy. It is the student's responsibility to contact the necessary teacher(s) to determine make-up assignments and establish times for daily work and test make-up.

### **HOMEWORK HOTLINE**

The Homework Hotline enables students, parents/guardians to access homework assignments for a particular day. The assignments for each team will be posted each day by 3:30 p.m. The hotline can be accessed through our school web page: <http://nms.mpsomaha.org>

## **TARDY**

### Homeroom/Beginning of School Day:

Students tardy to homeroom must present the teacher an office pass to be admitted to class. The following consequences may be earned, per semester for tardies to school:

- 6 tardies - warning card sent home with student
- 9 tardies - letter sent to parent/guardian
- 12+ tardies - consequences may be assigned

### Tardy to class:

Teacher will assign consequences and contact parents/guardians on the 3rd and 6th tardy to their class, per semester. On the 9th tardy to a class in a semester, the student will be referred to the administration for consequences. Teachers who detain students beyond the regular end of class time will provide students a hall pass for the next class.

## **NON SCHOOL RELATED SALES**

Items brought to school for the purpose of selling and trading shall be considered nuisance items. No items may be sold on North Middle School property without first obtaining written permission from the principal.

## **BUS CONDUCT**

Bus discipline is a shared responsibility of students, parents/guardians, drivers and administrators. Riding school buses is considered an extension of the school day. Therefore, all rules and regulations governing student conduct will apply to all students riding school buses. In addition, all bus safety regulations must be observed.

Any students missing a bus for disciplinary reasons will be responsible for arranging transportation to and from school. Any discipline problems occurring on the bus from its time of departure until its drop-off point may be dealt with in any of the following ways:

1. Detention assigned
2. Saturday morning school
3. Short-term suspension
4. Long-term suspension
5. Temporary or permanent restriction from riding the bus for any portion of the remainder of the term.

Students removed from the bus for disciplinary reasons will be responsible for arranging transportation to and from school.

## **CARE AND USE OF SCHOOL PROPERTY**

If students choose to damage or destroy school facilities, they will be required to make complete restitution and appropriate disciplinary action will be taken.

## **DETENTION PERIODS/EXTENDED TIME AT SCHOOL**

Detention periods may be assigned to students who choose to violate school rules. A detention may be assigned either before/after school, or lunch time at the discretion of a teacher or administrator. Students who regularly ride the bus will be allowed to serve the detention on the following school day if ride arrangements cannot be made. Failure to serve a detention will result in a double detention being assigned. Failure to serve a double detention will result in administrative intervention. Parents/guardians will be contacted the same day a detention is earned. After-school activities do not excuse a student from detention.

Students may also be required to report to a teacher before or after school to complete or redo academic work. Parents/guardians will be contacted on the same day this requirement is earned by the student.

## **COUNSELING**

Counseling services are available to every student. Students may make an appointment to see a counselor by obtaining a pass from the counselor or teacher. Work missed during time spent with a counselor must be completed per classroom expectations. permission must be given from classroom teachers before missing class to visit a counselor. Additional information on counseling services will be given to each student during an orientation early in the year.

## **INFORMATION CENTER**

A school librarian and library paraprofessional are available to assist students in finding appropriate material for classroom assignments and reading for pleasure. General circulation books, reference materials, and magazines are available.

## **CAFETERIA**

Students and visitors are expected to be respectful, responsible and safe while in the Cafeteria

1. Each individual student is responsible for picking up all items associated with their personal meal, and throwing away all trash.
2. All food should be on a tray while eating.
3. Each student is expected to remain seated while eating.
4. Food may not be taken out of the cafeteria.
5. Students must leave the cafeteria when they are finished eating.

Some students may qualify for free/reduced meal prices. Please contact the MNMS office for more information on the criteria for free/reduced meals.

## **VENDING MACHINES**

Vending machines are located in the cafeteria and will not be used by students during the school day. Vended food and drink must be consumed in the cafeteria.

## **TELEPHONE**

School telephones are for school business and may be used by students with the permission of the administrators/staff members. A public telephone is available in the main office for student use.

## **ELECTRONIC DEVICES**

Cell phones and all other electronic devices may be used appropriately before or after school, during passing periods, at lunch and with teacher permission for educational reasons in class. All other times they should be turned off and put away. Each Student will be expected to place phones they choose to bring to class in the phone pocket charts found in each classroom. Cell phones and all other electronic devices are prohibited in locker rooms or restrooms.

If an electronic device or cell phone causes a distraction to the learning environment, or if a student is observed by a staff member using one in class without permission, it will be confiscated and given to an administrator. It will be returned to the parent/guardian or the student at administrator's discretion. A third cell phone confiscation offense may result in students earning a Saturday School. Students, who bring electronic devices to school, do so at their own risk of loss/theft. Electronic devices may not be shared among students.

## **FOOD**

Students may bring their lunches, but due to the potential hazards related to food allergies, may not bring lunch/food to share with other students. Parents/guardians bringing their child's lunch may only bring food for their child(ren) and not food for other students. Students may not eat or consume drinks other than water during the school day outside of lunch time, unless approved by staff.

During the school day, homemade food may not be shared; purchased food may be shared with permission from an administrator/teacher. For the health and safety of all students and staff any parent, student, or staff member wishing to bring homemade food products into the school, must obtain prior administrative approval.

## **TEXTBOOKS**

Textbooks and other learning materials are the property of the Millard Public Schools. Students are required to have book covers on all school books.

If a book is marred, defaced, or shows excessive wear while in the possession of a student, it will be necessary for the student to pay for the book.

Lost textbooks will result in parents/guardian paying a replacement fee for the book before another book is issued to the student. If the book is found, the fee will be refunded.

## **CHANGING A STUDENT'S SCHEDULE**

Schedule changes (enrolling and dropping classes) will only be made after consideration with parents, NMS staff members, and administration. Changes will be made at the end of a grading period or by special circumstances approved by administration.

## **CURRICULUM OPTIONS AVAILABLE TO PARENTS**

There may be occasional situations when parents/guardians request to option their child out of a particular book use or unit of study. Millard Public Schools policy states, at the request of parents/guardian, students may be excused from using such materials. When such a request is made to a building administrator, teachers will provide alternative materials for the student to demonstrate concept mastery. Please contact an administrator with questions about this policy.

## **LOCKER REGULATIONS**

A locker with a combination lock is assigned to each student at the beginning of the year. Lock combinations are changed each year. Students are responsible for their assigned locker and the possessions within. Lockers are property of Millard North Middle School and are subject to inspection by authorized school personnel. The school is not responsible for stolen items.

1. Do not store valuables and money in lockers.
2. Locker doors should remain closed
3. Backpacks must be kept in the locker during the school day.
4. Lockers and the locker area should remain clean and orderly.
5. Students should not share locker combinations with other students.
6. Locker trading and sharing is not allowed.
7. If a student chooses to abuse his/her locker by slamming the door, kicking it, or pulling it open without using the combination, appropriate disciplinary actions may be taken.

## **RESPONSIBILITY FOR PERSONAL PROPERTY**

Students are responsible for personal property. Students are strongly encouraged to leave expensive/valuable items at home.

## **RESTROOMS**

The purpose of restrooms does not include service as a lounge before school, between classes, during lunch or after school. If a student chooses to utilize the restrooms as a lounge, it may be cause for disciplinary action. No cell phones or electronic devices are allowed in any restroom.

## **LOST AND FOUND**

Students who find lost articles should take them to the office, to be claimed by the owner. Unclaimed items in the lost & found will be donated to a charitable organization after several all-school announcements are made to notify students.

## **INTRAMURALS**

Intramural programs are provided. The activities offered vary depending upon the season.

## **STUDENT COUNCIL**

The Student Council is the government organization at Millard North Middle School. Through this organization, students are able to have a voice in the decision making process of the school and positively impact the community.

## **GRADES**

Grades reflect the educational growth of the student in relationship to his/her ability and achievement. A system of 1,2,3,4 and 5 is used with a "1" being superior and "5" representing failure to master content.

## **ACADEMIC PROGRESS REPORTING**

Grades from all classes will be mailed home every three weeks. This progress report will replace down slips, failure notices. Six week reports will serve as report cards and will be used to determine honor roll.

In addition, parents/guardian may access their student's grades at any time by accessing the parent portal. Instructions for registration are found on the MPS website.

## **HONOR ROLL**

Scholarship is recognized and encouraged through an academic honor roll. The Honor Roll is compiled at the close of each six weeks. Those students earning the Honor Roll every semester are recognized during the Honors Assembly. The criterion for honors includes:

- Honors- Grade point average of 3.00
- Superior Honors- Grade point average of 3.80 or higher

Presidential Awards- The Presidential Award is earned each year by eighth grade students who have demonstrated academic excellence in the first 5 semesters of their middle school career. Criteria are to achieve a 3.50 grade point average for middle school years, and a qualifying score on a standardized test.

To be recognized at Honor's Assembly for Superior Honor Roll, a student must have received Superior Honor Roll every hexter 1-5 during that school year. To be recognized at Honor's Assembly for Honor Roll, a student must have received Honor Roll or a combination of Honor Roll and Superior Honor Roll every hexter 1-5 during that school year.

### **STUDENT OF THE WEEK**

Each week teachers select "Student of the Week" from various interdisciplinary teams. These awards are based on outstanding achievement of significant improvement in academic or behavioral areas.

### **ACADEMIC HONORS**

**CITIZENSHIP AWARDS-** Each quarter two students from each sixth, seventh, and eighth grade team will be selected by team teachers to receive citizenship awards. These awards are based on the characteristics of scholarship, responsibility, leadership and respect of peers and teachers.

**MUSIC STUDENT AWARDS-** At the conclusion of the school year, music teachers select one student in band, orchestra, and chorus to receive outstanding music student awards.

**WORLD LANGUAGE AWARDS-** Eighth grade World Language teachers will select one student per language to receive an outstanding World Language award.

**OUTSTANDING ATHLETE AWARD-** Awarded to two outstanding 8th grade athletes by the coaches, based on leadership, responsibility, and athletic ability. Students receiving the award must have participated in more than one sport for the school during the school year.

### **SCHOLARSHIP**

At least one senior in high school, graduating from a Millard High School who also attended North Middle School for at least 2 years will be selected each year by the Building Improvement Team for a scholarship. This scholarship is based on academic excellence, activities and student need. The student selected for this award must return the MNMS scholarship if a full scholarship is earned, and the award will be given to the next candidate.

### **RETENTION**

Students who do not demonstrate content mastery may be retained. The following retention rules will be utilized:

- a. At the end of a semester, a retention letter may be sent to parents/guardians of students receiving two or more 5's.
- b. A telephone call will also be made to parents/guardians within two days of sending the letter.
- c. Student progress will be checked five weeks before school is concluded.
- d. Students with excessive failing marks in the second semester may also be considered for retention.

### **DRESS CODE**

The purpose of a dress code is to maintain an atmosphere conducive to learning. The following clothing or types of dress are prohibited at Millard North Middle School:

1. Dress which causes, or has the potential to cause, either a substantial disruption or material interference with the educational process.
2. Clothing which is too tight, too short, or too revealing, or is inappropriate for school such as boxers, pajamas, slippers, clothing that bares midriff or back, or see through or low-cut blouses. Tops must have a 2 inch or wider strap, and may not reveal undergarments or portions of undergarments. Skirts, dresses or shorts length must be mid-thigh or longer. Clothing with tears or holes that reveal skin beneath may be unacceptable as school attire. Body painting or writing on skin if disruptive is not acceptable. Students should refrain from writing on clothing while at school. No chains are to be worn on billfolds, clothing, and/or around any part of your body (neck, arm, leg) other than standard cosmetic jewelry.
3. Dress or behavior which creates, or has the potential to create, a health or safety problem or risk including marking on one's self or other.
4. Dress which contains vulgar or offensive words or symbols or is sexually explicit, indecent, or lewd. Dress which reflects lack of sensitivity or respect of others is unacceptable.
5. Dress which promotes, advocates, or advances the use of alcohol, tobacco, or illegal drugs, including clothing which displays the logo or trademark of any brand(s) of alcohol, tobacco, or illegal drugs.
6. Hats, caps, bandanas, jackets, and other outerwear worn to school must be kept in student lockers at all times. The listed items may not be worn inside the building during regular school hours.
7. The "Sagging Pants" look is not appropriate for school. Pants should be worn at or above the hip level.
8. Students are not allowed to wear full face paint at NMS or MPS athletic/activity events.

If a student is wearing inappropriate clothing an administrator or teacher will confer with the student in order to determine the appropriate plan of action necessary to correct the situation. Students may be asked to change clothing, or cover up revealing clothes. Students may also be asked to call home to have appropriate clothing brought to school. Disciplinary action may be taken.

### **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection between students, which includes but is not limited to, embracing, holding hands and kissing is a school/learning distraction. Students should refrain from this activity while on school grounds or at school-sponsored activities. Repeated offenses or excessive displays may be referred to an administrator for disciplinary action.

### **SAFETY ALERT**

A variety of safety exercises are held at regular intervals throughout the year and are an important safety precaution. It is essential when these drills are held everyone obey orders promptly. The staff in each classroom will give the students instructions.

### **VISITORS**

Visitors at NMS: Visitors will be admitted into the school through the request entry system located on the main office to sign in and provide photo identification. All guests will be given a visitor's badge to wear during your time at NMS and you will be escorted to and from your desired location. If you are here to pick up your child, your child will be called to the office to meet you. Upon completion of your visit, all visitors must check out in the main office and return the visitor badge. Additional questions concerning visitation can be directed to office staff or administration. Student visitors must be approved by the administration, and notice of a visitor must be given to the main office at least 24 hours in advance to make all staff members aware. Activity at the school will aid administration in determining if the visitor will be approved. Days before school vacations and on assessment days, visitors will not be permitted.

Meeting with a Staff Member: All visitors wishing to speak with a staff member must schedule an appointment prior to his/her visit. (See Rule 8740.1 for parent visits to schools).

- I. Only visitors who have appointments should be allowed to visit classrooms.
- II. Visits to classrooms, during the school day when students are present, will be granted through the principal by appointment only.

### **FUNDRAISING**

Student fundraising for outside organizations is prohibited except when it is done through the Student Council or volunteer club. Student Council will support a fall fundraiser for United Way and a spring fundraiser for an organization selected by the group and approved by administration. 6th grade hosts a canned food drive in December. Any drives to raise funds for the school will be conducted through the administration.

### **WITHDRAWAL AND TRANSFER**

The procedure for withdrawal or transfer is as follows:

1. Secure authorization withdrawal or transfer note from parent/guardian.
2. Notify the office at least three days prior to withdrawal.
3. Obtain appropriate forms from the office.
4. Request teacher completion of relative forms; return all school books and property, and pay all earned fees.
5. Submit completed forms to the office for final clearance.
6. See a guidance counselor or an administrator.

### **ATHLETIC PHYSICALS**

Athletic physical forms must be dated and signed by a physician after May 1, 2014 and are valid for one calendar year.

### **ATHLETICS AND INTRAMURALS**

Policy of Millard Public Schools states any student who participates in an interscholastic sport or intramural 7th or 8th grade football must have a physical examination before the student is allowed to participate.

Any student participating in the intramural program is strongly encouraged to have a physical examination.

### **6TH GRADE ATHLETICS**

Cross Country, Intramural volleyball- Fall

Intramural basketball- Winter

**ACTIVITIES REQUIRING PHYSICALS INCLUDE:**

**8th Grade Boys**

Intramural Football  
Wrestling  
Interscholastic Basketball  
Track & Cross Country

**8th Grade Girls**

Interscholastic Basketball  
Track  
Cross Country  
Interscholastic Volleyball

**7th Grade Boys**

Intramural Football  
Wrestling  
Track  
Cross Country  
**7th Grade Girls**  
Track  
Cross Country  
Interscholastic Volleyball

**6th Grade Boys**

Cross Country

**6th Grade Girls**

Cross Country

We would encourage students to participate in either our interscholastic program or our intramural program.

**ATHLETIC PROGRAM**

<b><u>Activity</u></b>	<b><u>Hexter</u></b>	<b><u>Provided</u></b>
Intramural Football 7-8 (Boys)	1/2	Equipment
Intramural Volleyball 6-7-8 (Girls & Boys)	1/2	T-Shirt
Interscholastic Volleyball 7-8 (Girls)	1/2	Uniform
Interscholastic Basketball 8 (Boys)	2/3	Uniform
Intramural Basketball 6-7-8 (Boys)	2/3	T-Shirt
Interscholastic Basketball 8 (Girls)	4/5	Uniform
Intramural Basketball 6-7-8 (Girls)	4/5	T-Shirt
Interscholastic Wrestling 7-8 (Boys)	4/5	Uniform
Interscholastic Track 7-8 (Boys & Girls)	5/6	Sweat Suit/T-Shirt

**ACTIVITY/ATHLETIC GUIDELINES**

**Millard North Middle School General Information**

1. Dress Code-- Dress for athletic contests, both home and away, is at the discretion of the coach and may deviate from school dress code.
2. No athletic contests will be scheduled on Wednesday nights.
3. There will be no Sunday practices. Practices on Saturday and during school vacations must be approved by the principal/athletic director; athletes cannot be required to attend.
4. Athletes are responsible for equipment checked out to them. If equipment is not returned by the athlete, they will be expected to pay for the equipment.

**NOTICE OF NONDISCRIMINATION**

Annual public notification of the Notice of Non Discrimination shall be made through placement in student and employee handbooks, board policies, newsletters, bulletins, job applications, course offering handbooks, postings, websites, and in other communications required for Title IX, Title VI, and Section 504. The Notice of Non-Discrimination shall read as follows:

The Millard School District does not discriminate on the basis of race, color, religion, national origin, gender, marital status, disability, or age, in admission or access to or treatment of employment, in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Superintendent of Schools, 5606 South 147 Street, Omaha, NE 68137, (402) 715-8200. The Superintendent may delegate this responsibility as needed. Complaints and grievances by school personnel or job applicants regarding discrimination or sexual harassment shall follow the procedures of District Rule 4001.2. Complaints and grievances by students or parents regarding discrimination or sexual harassment shall follow the procedures of District Rule 5010.2.

## PROCEDURES

### Discrimination and Sexual Harassment Complaint and Grievance Procedures

5010.2

#### I. Complaint and Reporting Procedures.

A. All students and parents are responsible for helping the District to prevent discrimination and sexual harassment. Students and parents who believe that they, or their children, have been subjected to or have witnessed any conduct which constitutes discrimination or sexual harassment should follow the following complaint and reporting procedures.

1. Students and parents are encouraged to directly inform the offending person that such conduct is offensive and must stop. If such an effort is too uncomfortable or the student or parent desires not to directly so communicate with the offending person, then the student or parent should report the matter to a teacher, counselor, assistant principal or principal, or any other available District personnel.
2. When a student or parent reports discrimination or sexual harassment to a teacher or counselor, the teacher or counselor shall:
  - a. If the alleged offending person is a District staff member or other adult, immediately report the matter to the building principal.
  - b. If the alleged offending person is a student, depending on the seriousness of the alleged conduct, the teacher or counselor shall either:
    - (i) Immediately report the matter to an assistant principal or the building principal, or
    - (ii) Immediately investigate the matter in accordance with the District's student discipline procedures and, if it is concluded that a violation of the District's Standards for Student Conduct has occurred, impose disciplinary sanctions pursuant to the Standards for Student Conduct and undertake other appropriate actions to redress any such conduct and prevent its future recurrence.
3. When an assistant principal or building principal receives such a report of discrimination or sexual harassment, they shall:
  - a. If the alleged offending person is a District staff member or other adult, immediately report the matter to the District's Executive Director of Human Resources.
  - b. If the alleged offending person is a student, the assistant principal or building principal shall immediately investigate the matter in accordance with the District's student discipline procedures and, if it is concluded that a violation of the District's Standards for Student Conduct has occurred, impose disciplinary sanctions pursuant to the Standards for Student Conduct and undertake other appropriate actions to redress any such conduct and prevent its future recurrence.
4. When the Executive Director of Human Resources receives such a report of discrimination or sexual harassment, he or she shall:
  - a. If the alleged offending person is a District staff member, immediately investigate the matter in accordance with the District's personnel procedures and implement appropriate disciplinary action against the staff member.

b. If the alleged offending person is an adult, but not a District staff member, immediately investigate the matter in cooperation with other involved District administrators and implement appropriate corrective actions.

5. When any other District personnel receive such a report of discrimination or sexual harassment, they shall immediately report the matter to an assistant principal or the building principal.

B. Unless prohibited by law or District policies or rules, the investigation and resolution of the complaint or report will be discussed with the student or parent making the complaint, within ten (10) days of the alleged discrimination or sexual harassment being reported.

C. If the student or parent is not satisfied with the resolution of their complaint, they may use the grievance procedures set forth in Section II of this Rule.

II. Grievance Procedures. Any student or parent who is not satisfied with the resolution of their complaint of discrimination or sexual harassment may initiate the following grievance procedures which are intended to assist students and parents in the fair and prompt resolution of their complaints and concerns regarding discrimination and sexual harassment.

A. Level 1. A student or parent shall within ten (10) days after the occurrence of the event which is the subject of the grievance, make an appointment with and meet and discuss the matter with the building principal. Every effort will be made to resolve the grievance informally at this level. The building principal shall give the student or parent an oral response within seven (7) days of such meeting. Due to the importance of resolving the grievance at the building level, the meeting with the building principal is important and essential, and the failure of the student or parent to attend such a meeting will constitute an abandonment of the grievance.

B. Level 2. If the student or parent is not satisfied with the resolution of their grievance at Level 1, they may formalize their grievance by filing a formal written grievance with the building principal within seven (7) days after the building principal's oral response at Level 1.

1. The written grievance must be signed, contain a complete statement of the facts constituting the grievance, and state the relief sought.

2. The building principal will notify their supervisor and the Executive Director of Human Resources that they have received such a formal written grievance. The building principal shall, within seven (7) days of receipt of the formal grievance, create a written response and forward the written response to the student or parent, and also forward the formal written grievance and their written response to the Executive Director of Human Resources.

3. Upon receipt of the formal written grievance and the building principal's written response, the Executive Director of Human Resources shall investigate the grievance and attempt to resolve it. As part of the investigation, the Executive Director of Human Resources shall meet with the student or parent, if the student or parent so requests, and shall also undertake such investigation deemed appropriate. The Executive Director of Human Resources may, in his or her discretion, designate another District administrator, other than any previously involved supervisor, assistant principal or principal, to conduct the investigation and grievance resolution when appropriate.

- a. An investigation will be commenced immediately, but no later than ten (10) days after the Executive Director of Human Resources receipt of the formal written grievance and the building principal's written response.
  - b. The Executive Director of Human Resources will complete a written report within thirty (30) days of receiving the formal written grievance and the building principal's written response. Such written report shall summarize the facts, the determinations made, and any corrective actions to be implemented. The Executive Director of Human Resources shall provide the student or parent with a copy of such written report within two (2) days of its completion.
- C. Level 3. If the student or parent is not satisfied with the resolution of their grievance at Level 2, they may appeal to the District's Superintendent by filing a formal written appeal with the Superintendent within seven (7) days after receipt of the written report by the Executive Director of Human Resources.
  1. The written appeal must be signed, contain a complete statement of the facts constituting the grievance and appeal, and state the relief sought.
  2. Upon receipt of the formal written appeal, the Superintendent shall investigate the grievance appeal and attempt to resolve it. As part of the investigation, the Superintendent shall meet with the student or parent, if the student or parent so requests, and shall also undertake such investigation deemed appropriate. The Superintendent may, in his or her discretion, designate another District administrator, other than any previously involved administrator, to conduct the investigation and appeal resolution when appropriate.
    - a. The investigation will be commenced immediately, but no later than ten (10) days after the Superintendent's receipt of the formal written appeal.
    - b. The Superintendent will issue a final written decision within thirty (30) days of receiving the formal written appeal. The Superintendent's decision and any action taken shall be final. The Superintendent shall provide the student or parent with a copy of such final written decision within two (2) days of its completion.

### III. General Provisions.

- A. Nothing in this Rule shall be construed as limiting the ability of students or parents who have a complaint or grievance regarding discrimination or sexual harassment from discussing the matter informally with the building principal or any appropriate District administrators or staff members, or as limiting the involvement of the administration in informally addressing and resolving any such complaints or grievances. Students and parents are encouraged to discuss a contemplated grievance informally with the building principal or other District administrators or staff members prior to filing a grievance.
- B. The time limits in these procedures are for the purpose of insuring prompt action. If a student or parent does not pursue the next step of a procedure within the time period specified, it shall constitute an abandonment of the complaint or grievance.
- C. No retaliation of any kind will be permitted against any student or parent who makes a good faith complaint or grievance pursuant to this Rule, or against any person who in good faith participates in or cooperates with an investigation of alleged discrimination or sexual harassment.
- D. Information regarding an individually identifiable student or employee will only be shared with a student or parent filing a complaint or grievance, or with other persons, if allowed by law and in accordance with District policies and rules.

- E. To the extent permitted by law and in accordance with District policies and rules, the identity of students and parents filing complaints or grievances pursuant to this Rule and any documents generated or received pertaining thereto, will be kept confidential.

Information may be disclosed if necessary to further an investigation, grievance, or appeal, or if necessary to carry out student or employee discipline. The District may disclose information to District personnel, law enforcement authorities, and others when necessary to enforce this Rule or when required or allowed by law.

- F. The proper law enforcement agency will be contacted immediately when there is a reasonable suspicion that a violation of a state or federal criminal law may have been committed.

Related Policies and Rules: [1100.4](#), [5010](#), [5010.1](#), [5020](#), [5020.1](#), [6002](#), [6640](#)

Rule Approved: September 20, 2010

Millard Public Schools  
Omaha, NE

## **SEARCHES**

Certificated staff are authorized to conduct searches of a student's person, clothing, automobile, and property under a student's control including, but not limited to: purses, handbags, book bags, and briefcases. Certificated staff are also authorized to search student lockers. Certificated staff may take into custody any objects or substances that are illegal under federal or state law, or in violation of District Policy or Rule. Refusal of a student to consent or submit to a reasonable search and/or surrender objects or substances found as a result of such search can be grounds for disciplinary action against the student.

## **STUDENT LOCKERS**

Student lockers are the exclusive property of the District and the District does not relinquish its control and ownership of lockers by making them available for students. Student lockers are provided to students only for student convenience, and this privilege may be withdrawn by the District at any time. The search and inspection of lockers and the taking into custody of objects or substances which are illegal or in violation of District Policy or Rule may be conducted at any time by certificated staff without notice and without student consent.

## **DRUG DETECTION DOG**

The District uses a trained drug detection dog to detect illegal drugs or contraband on school property. The purpose of the District's use of a drug detection dog is to eliminate illegal drugs and contraband on school property, and to maintain a safe school environment conducive to learning. The District may use a drug detection dog at any time, announced or unannounced. All lockers and all cars parked on school property shall be subject to a drug dog sniff search at any time. All common areas and classrooms are subject to a drug dog sniff search at any time when students are not present. If illegal drugs or contraband are found on a student, or in the student's car or locker, or at any other place on school property that the student has placed illegal drugs or contraband, the student may be subject to discipline and the student's parent(s) or guardian(s) shall be notified.

## **ALCO-SENSORS/BREATHALYZERS & DRUG DETECTION AEROSOL SPRAY/SWIPES**

The District uses alco-sensors/breathalyzers to detect alcohol or to detect those who have used alcohol at (or prior to) a school or a school related event. Additionally, the District uses drug detection aerosol spray swipes to detect illegal drugs or contraband on school property or at school related events. The purpose of the District's use of these tools is to eliminate alcohol, illegal drugs and contraband on school property (or at school related events), and to maintain a safe school environment conducive to learning. The District may use these tools at any time there is reasonable suspicion and need for such use. The alco-sensors and breathalyzers which come in many forms may be used on students prior to them entering or exiting a school related event or function such as a dance or prom. The tools will only be used by trained staff members. If positive results are obtained from the alco-sensors/breathalyzers or drug detection aerosol spray swipes, the student may be subject to discipline and the student's parent(s) or guardian(s) shall be notified. See District Policy 5490 for more details.

## **STUDENT SUPPORT INTERVENTIONS AND PROGRAMS**

The mission and beliefs of Millard Public Schools emphasize that all students are important and will learn in order to be college and career ready however, there are many internal and external factors that prevent students from being successful in school. These include poverty, family issues social and emotional concerns, stress factors, and more. In order for all students to have an equal opportunity to learn and grow, learning supports, or resources, strategies, and practices must address the physical,

social and emotional, and intellectual barriers that impact many students. With the emphasis on a multi-tiered system of support that promote strategies for defining, teaching, and supporting individualized student needs, the following may be implemented in both classroom and non-classroom settings. (Please select the links below or consult [www.mpsomaha.org](http://www.mpsomaha.org) for more information):

- Classroom Based Approaches
- Community Support
- Support for transitions
- Family Engagement in School
- Crisis Assistance and Prevention
- Student and Family Assistance

### **STUDENT PICTURE IDENTIFICATION CARDS (Secondary Students)**

Each student will be issued a student identification card. Students shall be required to carry their card at all times for the purpose of identification when requested by a staff member. The card will also allow students to check out books from the library, purchase bus tickets and ride assigned busses.

Student picture identification cards are required for middle school students to be admitted to Millard Public Schools high school sport activities, plays, etc.

### **BEHAVIOR INTERVENTION AND SUPPORT**

Unfortunately, no magic wand single-handedly removes the barriers to learning that occur when student behaviors are disrupting the learning environment. The climate of each school learning community is different; therefore, a “one size fits all” approach is less effective than interventions based on the individual needs of each school and student.

One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that promote proactive strategies for defining, teaching, and supporting appropriate student behavior. Instead of using a piecemeal approach to student behavior management, behavioral support teams offer a continuum of consistent practice for all students within the school. These behavioral interventions are implemented in all areas including both classroom and non-classroom settings. The implementation of school-wide behavioral support programs, focuses attention on creating and sustaining desired behaviors while promoting life skill development.

### **SUSPENSION, EXPULSION, MANDATORY REASSIGNMENT, AND EXCLUSION**

The Millard School District Rules and Regulations addressing student discipline are based on the Nebraska Student Discipline Act.

The principal (or designee) may determine that it is necessary to exclude a student from school and school functions. The decision to exclude is made after the principal has investigated the facts, given the student oral or written notice of the charges against him/her and an explanation of the evidence, and provided the student with an opportunity to present the student’s version. A copy of the Student’s Rights to Due Process is available upon request from your child’s school.

It is the principal’s responsibility to determine the type of exclusion and/or the recommended disciplinary action to be taken unless otherwise specified by Board Policy or state and federal law. Possible exclusions from school include:

- A. Short-term Suspension. Exclusion from all schools in the District not to exceed five (5) school days.
- B. Emergency Exclusion. Immediate exclusion if:
  - 1. The student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community; or
  - 2. The student’s conduct presents a clear threat to the physical safety of him/her, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

An emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers necessitating the exclusion.

- C. Long-term Suspension. Exclusion from all schools in the District for more than five (5) school days but less than twenty (20) school days.

- D. Expulsion. Exclusion from all schools in the District (except the location designated for alternative education) for a period not to exceed the remainder of the semester in which it took effect with the following exceptions:
1. If the misconduct occurred within ten (10) school days prior to the end of the first semester, the expulsion shall remain in effect through the second semester; or
  2. If the misconduct occurred within ten (10) school days prior to the end of the second semester, the expulsion shall remain in effect for summer school and the first semester of the following school year subject to the annual review provision of paragraph d below.
  3. The time periods above do not apply to the following infractions which have the following periods of exclusion:
    - a. Firearms and/or Dangerous Weapons. Exclusion from all schools in the District for not less than twenty days of any student who is determined to have knowingly possessed, used, or transmitted a firearm or other gun as provided in (Rule 5400.6 (II)(D)(1) and (2)) 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 his or her designee, or at a school-sponsored activity or athletic event. This subsection shall not apply to:
      - (1) The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training; or
      - (2) Firearms which lawfully are possessed by the person receiving instruction under firearms.
    - b. Personal Injury. Causing or attempting to cause personal injury to a school employee, school volunteer, or student (unless caused by accident, self-defense, or reasonably taken to protect some other person) shall be excluded for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the exclusion may remain in effect for summer school and may remain in effect for the first semester of the following school year.
    - c. Sexual Assault. Students who sexually assault or attempt to sexually assault any person on school grounds shall be excluded for one (1) year. Students who sexually assault or attempt to sexually assault any person off school grounds may be excluded for one (1) year, provided that a complaint must have 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 off school grounds not at a school function, activity, or event, and the student's presence at school has a direct and immediate effect on maintaining discipline, order, or safety in the school. Sexual assault shall mean sexual assault in the first degree as defined in Neb. Rev. Stat. § 28-319, sexual assault in the second degree as defined in Neb. Rev. Stat. § 28-320, sexual assault of a child in the second or third degree as defined in Neb. Rev. Stat. §28-320.01, or sexual assault of a child in the first degree as defined in Neb. Rev. Stat. §28-319.01, as such statutes now provide or may hereafter be amended. Neb. Rev. Stat. § 79-267(9).
    - d. Annual Review. Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year by a Hearing Examiner after the Hearing Examiner has given notice of the review to the student and to the student's parent(s) or guardian(s). The 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 the Hearing Examiner's recommendation that the student be readmitted for the upcoming school year. If the Board of Education (or Board Committee) took the final action to expel the student, the student may be readmitted only by Board action. Otherwise, the student may be readmitted by action of the Superintendent.
- E. Mandatory Reassignment. Involuntary transfer to another school in connection with any disciplinary action.

- F. Other Actions. In addition, administrative and teaching staff may take other actions regarding student behavior, such as counseling, holding parent conferences, rearranging of schedules, requiring the student to remain in school after regular school hours to do additional work, or restricting participation in extracurricular activities.
- G. Exclusion from School Grounds and Activities. During any time period that a student is excluded from school due to short-term suspension, long-term suspension, expulsion, or emergency exclusion, the student will be prohibited from participating in any school activities, being on school property, or attending District extracurricular activities which take place on District property.
- H. Hearing. In cases involving emergency exclusion for more than five (5) school days, long-term suspension, expulsion, and mandatory reassignment, the student will have the right to a hearing to contest the exclusion. A Request for Hearing form, Student Discipline Act hearing procedures, and appeal procedures for any decision rendered at the hearing will be provided to the student and the student's parent(s) or guardian(s).

#### **GUIDELINES FOR MAKE-UP WORK FOR EXCLUDED STUDENTS**

Students who have received a short-term suspension will have one (1) school day for each day of suspension to make up school work after returning to school but will not be provided homework during the suspension. Students on short-term suspension will not be provided a tutor during the suspension.

Students who receive a 6-9 day long-term suspension will have one (1) school day for each day of suspension to make up schoolwork not to exceed a maximum of seven (7) school days after returning to school. Students who do not make up their work within the prescribed time limits will not receive credit for the work missed. Make up work will be provided when a student returns from the suspension. Providing early or late semester exams is at the discretion of the building principal or the principal's designee. Students on long-term suspension will not be provided a tutor.

Students who receive a 10-19 day long-term suspension must participate in the District's approved Alternative Education Program (Ombudsman). A referral form will be completed by an administrator and an intake interview will be scheduled with a parent by the Ombudsman staff.

Excluded students may not come onto school grounds during the suspension or expulsion unless attending alternative classes as assigned by the administrator or school district.

Students who have received a short-term suspension or long-term suspension will not be permitted to make up instructional activities that require student attendance. Student grades will be based on attendance, classroom performance, test marks, and grades on written assignments.

Students who have been expelled will receive no credit for the semester in which they are expelled except the credit issued for successfully completing the alternative school classes, or programs offered by the District. A District alternative education program (Ombudsman) is available for expelled students and will be arranged by the District's Student Services Department (402-715-8371).

If the expelled student's parent(s) or guardian(s) refuse to permit participation in, or are removed from the alternative school classes, or programs, the District will have no further obligation to the student, parent(s), or guardian(s) with regard to the provision of an alternative school, class, or program during the expulsion.

Students who enroll in other educational institutions during the expulsion period shall not receive credit that would exceed the credit they would have been provided through the District's alternative program for expelled students. The District's Student Services Department must approve the courses from other educational institutions prior to the student enrolling in or taking the course before it can be accepted as substitutes for credit through the District's alternative education program. All costs of such approved courses from other educational institutions shall be the sole responsibility of the expelled student, parent(s), or guardian(s).

#### **STANDARDS FOR STUDENT CONDUCT (5400.6)**

- I. Introduction.
  - A. Policy Statement. Every District student has the right to an education. The following Standards have been instituted to ensure that right. Each student and their parents are required, on their own, to become familiar with these Standards, and to help provide an atmosphere conducive to learning.
  - B. Grounds for Exclusion. A student may be excluded from school if there is reasonable information that the student has committed a prohibited act listed below while on District property, 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, or any other place where the governing law permits the District to discipline students for prohibited conduct.

- C. Exclusion from School Grounds and Activities. A student who is excluded from school for a suspension, expulsion, or emergency exclusion shall not enter upon District property, or ride in a vehicle owned, leased, or contracted by the District being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or participate in or attend a school-sponsored activity or athletic event. Expelled students and students suspended for ten (10) school days or more may enter upon District property for the sole purpose of attending alternative education at a location and time designated by the Director of Student Services.
  - D. Length of Expulsions. Unless specified otherwise within these Standards, the expulsion of a student shall be for the remainder of the semester in which it took effect unless the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or within ten (10) 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. Neb. Rev. Stat. §79-283(2).
  - E. Length of Suspension. If there are insufficient school days in the first semester to complete the suspension period, the suspension period will be carried over to the second semester.
  - F. Contact of Legal Authorities. The principal of a school or the principal's designee shall notify as soon as possible the appropriate law enforcement authorities, of the county or city in which the school is located, of any act of a student described in Neb. Rev. Stat. §79-267 which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code. Neb. Rev. Stat. §79-293(1).
  - G. Sanction to be Followed. If minimum and maximum sanctions are not specified for a specific prohibited act, the recommended sanction shall be imposed.
  - H. Expulsion as Sanction. Expulsion is specified as a sanction for particular conduct because the District's Board of Education finds that the type of conduct for which expulsion is specified has the potential to seriously affect the health, safety, or welfare of the student, other students, staff members, or other persons, or to otherwise seriously interfere with the educational process. Neb. Rev. Stat. §79-262(1).
  - I. Students with Disabilities. Disciplinary procedures for students who have disabilities as defined by the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973 shall be subject to the disciplinary procedures set forth in District Rules 5400.2 and 5400.3 and applicable federal and state law.
  - J. Mandatory Compliance. Students and their parent(s) or guardian(s) are hereby notified that compliance with the District's Standards for Student Conduct is mandatory. It is the responsibility of all students and their parent(s) or guardian(s) to become familiar with these Standards.
- II. Violations Against Persons.
- A. Use of Violence. Use of violence, force, coercion, threat, intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes.
    - 1. Pushing, Shoving or Physical Contact Related to Non-injurious Behaviors.
      - a. Maximum Sanction. Short-term suspension.
      - b. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
    - 2. Fighting. Mutual attempt to physically harm another person through mutual combative physical contact.
      - a. First Offense.
        - (1) Minimum Sanction. Short-term suspension. There is no mandated minimum sanction below grade six (6).
        - (2) Maximum Sanction. Long-term suspension.
        - (3) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
        - (4) Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(1) and 293.
      - b. Additional Offenses.
        - (1) Minimum Sanction. Long-term suspension.
        - (2) Maximum Sanction. Expulsion.
        - (3) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
        - (4) Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(1) and 293.

3. Physical Assault. Initiation of a violent act against another person through aggressive physical contact.
  - a. Minimum Sanction. Long-term suspension. There is no mandated minimum sanction below grade six (6).
  - b. Maximum Sanction. Expulsion.
  - c. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  - d. Mandatory Action. Legal authorities shall be contacted.  
Neb. Rev. Stat. §§79-267(1) and 293.
- B. Personal Injury to District Employees, Volunteers, and Students. Causing or attempting to cause personal injury to an employee, 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 provision. Neb. Rev. Stat. §79-267(3) and 283(3).
  1. Sanctions on School Grounds.
    - a. Maximum Sanction. Expulsion for the remainder of the school year if the misconduct occurs during the first semester. If the misconduct occurs during the second semester the expulsion shall remain in effect for summer school and may remain in effect for first semester of the following school year.  
Neb. Rev. Stat. §79-283 (3).
    - b. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
    - c. Mandatory Action. Legal authorities shall be contacted.  
Neb. Rev. Stat. §§79-267(3) and 293.
  2. Sanctions off School Grounds.
    - a. Citation during academic school year or the student admits that he or she has violated subsection II(B).
    - b. Extracurricular Maximum Sanction. Curtailment of extracurricular activities for the remainder of the school year if the misconduct occurs during the first semester. If the misconduct occurs during the second semester the curtailment shall remain in effect for the summer school and may remain in effect for the first semester of the following school year.
- C. Use of Threats or Intimidation.
  1. Use of Threats (Verbal and Written). All threats, including those alleged to be jokes, will always be taken seriously and are subject to the following disciplinary action.
    - a. Level One Threat (Transient). Using a threat as part of a common expression or in a context that the recipient does not feel threatened, frightened, or coerced (e.g., "Oh, I could just kill you for that" or "I will punch you in the nose").
      - (1) Maximum Sanction. Short-term suspension.
      - (2) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
    - b. Level Two Threat (Serious Substantive). Using an expression or an implied or veiled threat with the intent of threatening, frightening, or coercing another and the recipient feels threatened, frightened, or coerced (e.g., "I will kill you").
      - (1) Minimum Sanction. Short-term suspension. There is no mandated minimum sanction below grade four (4).
      - (2) Maximum Sanction. Long-term suspension.
      - (3) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
      - (4) Mandatory Action. Legal authorities shall be contacted.  
Neb. Rev. Stat. §§79-267(1) and 293.
    - c. Level Three Threat (Very Serious Substantive). Threatening to kill or injure another person or threatening to damage property with potential for personal injury, without possessing a weapon or other object that could kill or injure the threatened or intimidated person, and the student describes how it will be done, including any threats that concern dangerous chemical substances, biochemical attacks, or bioterrorism.

- (1) Minimum Sanction. Long-term suspension. There is no mandated minimum sanction below grade four (4).
  - (2) Maximum Sanction. Expulsion.
  - (3) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  - (4) Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(1) and 293.
- d. Threatening with an Object. Threatening with an object which looks like a weapon or an object that could be used to injure someone. To qualify as a look-a-like weapon, the object must closely resemble a real weapon in size, shape, and color even when examined up close.
- (1) Minimum Sanction. Long-term suspension.
  - (2) Maximum Sanction. Expulsion.
  - (3) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  - (4) Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(1) and 293.
2. Bomb or Terroristic Threat (Verbal or Written). Threatening to use any type of explosive or incendiary device generally referred to as a bomb to injure a person(s) or destroy property.
- a. Minimum Sanction. Mandatory expulsion.
  - b. Extracurricular Sanction. Suspension from extracurricular activities during the time of expulsion.
  - c. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §28-1221; Neb. Rev. Stat. §§79-267(1) and 293.
- D. Firearms, Explosives, and Weapons.
1. Firearms, Etc. Knowingly possessing, handling, transmitting, using, intimidating with, or threatening with any firearm, explosive, or destructive device. For purposes of this subsection II(D)(1), firearm means any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, or the frame or receiver of any such weapon, or any firearm muffler or firearm silencer, or any destructive device. Such term does not include an antique firearm.
    - a. Sanctions on School Grounds.
      - (1) Minimum Sanction. Mandatory expulsion for one (1) year.
      - (2) Extracurricular Sanction. Suspension from extracurricular activities during the time of expulsion.
      - (3) Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§28-1202 to 1204.04, 1215, 1216 and 1220; Neb. Rev. Stat. §§79-267 (5) and 293.
    - b. Sanctions off School Grounds.
      - (1) Citation for illegal possession of a weapon during academic school year or the student admits that he or she has violated subsection II(D).
      - (2) Extracurricular Minimum Sanction. Curtailment of extracurricular activities for twenty (20) days.
      - (3) Extracurricular Maximum Sanction. Curtailment of extracurricular activities for one (1) year.
  2. Use and Possession of Dangerous Weapons. Using, intimidating with, threatening with, handling, transmitting, possessing on one's person or in one's vehicle any dangerous weapon, including but not limited to any stun gun, paintball gun, air soft gun, B.B. gun, or pellet gun.
    - a. Sanctions on School Grounds.
      - (1) Minimum Sanction. Twenty (20) day expulsion.
      - (2) Maximum Sanction. Expulsion for one (1) year.
      - (3) Extracurricular Sanction. Suspension from extracurricular activities during the time of expulsion.
      - (4) Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§28-1202 to 1204.04; Neb. Rev. Stat. §§79-267 (5) and 293.
    - b. Sanctions off School Grounds.

- (1) Citation for illegal possession of a weapon during academic school year or the student admits that he or she has violated subsection II(D).
    - (2) Extracurricular Sanction. Curtailment of extracurricular activities for one (1) year.
  3. Other Dangerous Weapons. Using or threatening with a knife, throwing star, brass knuckles, chemical substances (including, but not limited to, mace, pepper guns, and bleach), and any other object that could be used to injure a person.
    - a. Sanctions on School Grounds.
      - (1) Minimum Sanction. Long term Suspension.
      - (2) Maximum Sanction. Expulsion for the remainder of the school year if the misconduct occurs during the first semester. If the misconduct occurs during the second semester the expulsion shall remain in effect for summer school and may remain in effect for first semester of the following school year. Neb. Rev. Stat. §79-283 (3).
      - (3) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
      - (4) Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§28-1202 to 1204.04; Neb. Rev. Stat. §§79-267 (5) and 293.
    - b. Sanctions off School Grounds.
      - (1) Citation during academic school year or the student admits that he or she has violated subsection II(D).
      - (2) Extracurricular Minimum Sanction. Curtailment of extracurricular activities for six (6) days..
      - (3) Extracurricular Maximum Sanction. Curtailment of extracurricular activities for the remainder of the school year if the misconduct occurs during the first semester. If the misconduct occurs during the second semester the curtailment shall remain in effect for summer school and may remain in effect for first semester of the following school year.
  4. Possession of Certain Prohibited Objects. Knowingly possessing, handling, or transmitting knives, throwing stars, brass knuckles, or other objects not enumerated above which could cause injury.
    - a. Minimum Sanction. Short-term suspension.
    - b. Maximum Sanction. Expulsion.
    - c. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  5. Possession of Look-a-Like Weapons. Knowingly possessing a look-a-like weapon. The object must closely resemble a real weapon in size, shape, and color even when examined up close.
    - a. Minimum Sanction. Short-term suspension.
    - b. Maximum Sanction. Long-term suspension.
    - c. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
  6. Exception for Certain Firearms. Subsection II(D) shall not apply to:
    - a. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training;
    - b. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms; or
    - c. Firearms and guns which may lawfully be possessed and used off school grounds, not at a school function, activity, or event.
- E. Extortion. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.
  1. Maximum Sanction. Expulsion.
  2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  3. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(4) and 293.
- F. Sexual Assault or Attempted Sexual Assault. Any sexual assault or attempt to sexually assault any person. Sexual assault shall mean sexual assault in the first or second degree as defined in Neb. Rev. Stat. §§28-319 and 320 or sexual assault of a child in the first, second or third degree as defined in Neb. Rev. Stat. §§28-319.01 and 320.01. Neb. Rev. Stat. §79-267(9).

1. Sanctions on School Grounds.
    - a. Minimum Sanction. Mandatory expulsion for one (1) year and possible reassignment upon return.
    - b. Extracurricular Sanction. Suspension from extracurricular activities during the time of expulsion.
    - c. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(9) and 293.
  2. Sanctions off School Grounds.
    - a. Minimum Sanction. Curtailment of extracurricular activities for one (1) year.
    - b. Maximum Sanction. Expulsion for one (1) year. A complaint must have 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 off school grounds not at a school function, activity, or event, and the student's presence at school has a direct and immediate effect on maintaining discipline, order, or safety in the school. Neb. Rev. Stat. §79-267(9).
    - c. Extracurricular Sanction. Suspension from extracurricular activities during the time of expulsion.
- G. Sexual Contact. The intentional touching of another person's sexual or intimate parts or the intentional touching of another person's clothing covering the immediate area of the other person's sexual or intimate parts, without the consent of the other person. Sexual contact also includes the non-consensual touching by the other person of the actor's sexual or intimate parts or the clothing covering the immediate area of the actor's sexual or intimate parts when such touching is intentionally caused by the actor. The sexual contact must be such that it can be reasonably construed as being for the purpose of sexual arousal or gratification of either party. Neb. Rev. Stat. §§28-318(5) and 320.
1. Sanctions on School Grounds.
    - a. Minimum Sanction. Short-term suspension.
    - b. Maximum Sanction. Expulsion.
    - c. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
    - d. Mandatory Action. Legal authorities must be contacted upon the request of the offended party. Neb. Rev. Stat. §79-293.
  2. Sanctions off School Grounds.
    - a. Citation during academic school year or the student admits that he or she has violated subsection II(G).
    - b. Extracurricular Minimum Sanction. Curtailment of extracurricular activities for up to five (5) days.
    - c. Extracurricular Maximum Sanction. Curtailment of extracurricular activities for the remainder of the semester unless the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the curtailment shall remain in effect for through the second semester.
- H. Sexual Harassment. Unwanted or unwelcome activity of a sexual nature which materially interferes with or substantially disrupts the educational process. This may include, but is not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, written messages, notes, cartoons or graffiti of a sexual nature, and unwanted body contact.
1. Maximum Sanction. Expulsion.
  2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
- I. Harassment. Any intentionally hurtful, demeaning, or disparaging acts, words, symbolic representations, or behavior used by a student or students against another student, students or staff member(s) that is disruptive of the educational process. This includes, but is not limited to, verbal, physical, visual, or graphic actions such as name-calling, taunting, mocking, slandering, humiliating, defaming, teasing, pestering; and making derogatory remarks, demeaning jokes, disparaging drawings or notes.
1. Maximum Sanction. Expulsion.
  2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.

- J. Bullying. Any ongoing intentionally hostile or offensive verbal, written, graphic, demonstrative, electronic, or physical act used by a student or student(s) against another student or student(s) that has the purpose of exerting domination over another student through the act of intimidating, frightening, oppressing, retaliating, or adversely controlling the student, and that is disruptive of the educational process or any ongoing pattern of physical, verbal, written, graphic, demonstrative or electronic abuse, on District property, 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 a school-sponsored activity or athletic event, or any other place where the governing law permits the District to discipline students for prohibited conduct. This may include, but is not limited to, verbal, graphic, written or electronic activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing, threatening, or physical or demonstrative activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing.
1. Maximum Sanction. Expulsion.
  2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
- K. Hazing. 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 with or participation in any group or activity. Such hazing activity shall include, but shall not be limited to the following: whipping; beating; branding; 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; harassing by exacting unnecessary or disagreeable work, banter, ridicule, or criticism; or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person. Consent to the hazing by the student(s) shall not be a defense to hazing.
1. Maximum Sanction. Expulsion.
  2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.

### III. Violations Against Public Health and Safety.

- A. Possession of Alcohol or other Drugs. Possession or use of an illegal narcotic drug, controlled substance, mood-altering or behavior-affecting substance, or look-a-like substance, or possession or use of a prescribed medication by a student for whom the prescribed medication was not prescribed, or possession or use of drug paraphernalia. Possession or use of alcohol or an alcohol-containing beverage or liquor capable of human consumption.
1. Sanctions on School Grounds.
    - a. First Offense. Suspension for nineteen (19) school days. Parents, at their own expense, may choose to participate in a District-approved suspension reduction program. Successful completion of this program may reduce the suspension and curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) days out of school).
    - b. Additional Offenses. Mandatory expulsion. Prior violations of subsections III(A), (B), (C), (D), or (F) will be included as previous offenses.
    - c. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
    - d. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(6) and 293.
  2. Sanctions off School Grounds.
    - a. Citation during academic school year or the student admits that he or she has violated subsection III(A).
      - (1) First Offense. Curtailment of extracurricular activities for nineteen (19) school days. Parents, at their own expense, may choose to participate in a District-approved suspension reduction program. Successful completion of this program may reduce the curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) school days curtailment of extracurricular activities).
        - (i) Students who self-report to a building administrator or coach or extracurricular activity sponsor, that he or she has violated subsection III(A), by self-reporting their violation the morning of the next school day following the violation, or if the next day following the violation is

not a school day but extracurricular practices, activities, or games are being held and the student self-reports to a building administrator or coach or sponsor before the extracurricular practices, activities, or games commence, then the curtailment of extracurricular activities will be reduced to seventeen (17) days with the possibility of reduction to eight (8) days upon the completion of the District-approved suspension reduction program.

(2) Additional Offenses. Prior violations of subsections III(A), (B), (C), (D), or (F) on or off school grounds will be included as previous offenses.

(i) Extracurricular Sanction. Curtailment of extracurricular activities for the remainder of the semester unless the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the curtailment shall remain in effect for through the second semester.

- B. Distribution of Alcohol or other Drugs. Distribution or attempted distribution to or receipt or attempted receipt from, any other person, of any illegal narcotic drug, controlled substance, look-a-like substance, mood-altering or behavior affecting substance, or alcohol.
1. Sanctions on School Grounds.
    - a. Minimum Sanction. Mandatory expulsion.
    - b. Extracurricular Sanction. Suspension from extracurricular activities during the time of expulsion.
    - c. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(6) and 293.
  2. Sanctions off School Grounds.
    - a. Citation during academic school year or the student admits that he or she has violated subsection III(B).
    - b. Extracurricular Sanction. Curtailment of extracurricular activities for the remainder of the semester unless the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the curtailment shall remain in effect through the second semester.
- C. Possession, Use and Transportation of Medications. The possession, use, and transportation of prescribed and non-prescribed medications shall be in accordance with the following rules.
1. Possession of Medications (Preschool and Elementary Levels). Possession of prescribed or non-prescribed medications, or possession of prescribed or non-prescribed medications on school grounds during transportation to and from school, is prohibited. Elementary school students may possess and use glucose tablets and inhalers according to the provisions of Rule 5600.2.
    - a. First Offense. Short-term suspension.
      - (1) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
    - b. Additional Offenses.
      - (1) Maximum Sanction. Expulsion. Prior violations of subsections III(A), (B), (C), (D), or (F) will be included as previous offenses.
      - (2) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  2. Possession of Medications (Middle School Level). Possession of prescribed or non-prescribed medications, or possession of prescribed medications on school grounds during transportation to and from school, is prohibited. Middle school students may transport non-prescribed medications to and from school but must turn it into the nurse upon arrival at school. Middle school students may possess and use glucose tablets and inhalers according to the provisions of Rule 5600.2.
    - a. First Offense.
      - (1) Minimum Sanction. Short-term suspension.
      - (2) Maximum Sanction. Suspension for nineteen (19) school days. Parents, at their own expense, may choose to participate in a District-approved suspension reduction program. Successful completion of this program may reduce the suspension and curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) school days curtailment of extracurricular activities).

- (3) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
  - b. Additional Offenses.
    - (1) Maximum Sanction. Expulsion. Prior violations of subsections III(A), (B), (C), (D), or (F) will be included as previous offenses.
    - (2) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
- 3. Possession of Medications (High School Level). Possession of prescribed medications is prohibited. High school students may possess non-prescribed medications, but they may not possess prescribed medications except in transport to and from school. Prescribed medications must be turned into the nurse upon arrival at school. High school students may possess and use glucose tablets and inhalers according to the provisions of Rule 5600.2.
  - a. First Offense.
    - (1) Maximum Sanction. Suspension for nineteen (19) school days. Parents, at their own expense, may choose to participate in a District-approved suspension reduction program. Successful completion of this program may reduce the suspension and curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) school days curtailment of extracurricular activities).
    - (2) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
  - b. Additional Offenses.
    - (1) Maximum Sanction. Expulsion. Prior violations of subsections III(A), (B), (C), (D), or (F) will be included as previous offenses.
    - (2) Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
- D. Distribution of Prescribed Medications. Distribution or attempted distribution to or receipt or attempted receipt from any other person, of any prescribed medication.
  - 1. Minimum Sanction. Long-term suspension.
  - 2. Maximum Sanction. Expulsion.
  - 3. Additional Offenses. Mandatory Expulsion. Prior violations of subsections III (A), (B), (C), (D), or (F) on school grounds will be included as previous offenses.
  - 4. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  - 5. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(6) and 293.
- E. Distribution of Non-Prescribed Medications. Distribution or attempted distribution to or receipt or attempted receipt from any other person, of any non-prescribed medication.
  - 1. First Offense. Short-term suspension.
  - 2. Additional Offenses. Prior violations of subsections III (A), (B), (C), (D), (E), or (F) on school grounds will be included as previous offenses.
    - a. Minimum Sanction. Long-term suspension.
    - b. Maximum Sanction. Expulsion.
  - 3. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
- F. Under the Influence of Alcohol or Other Drugs. Being intoxicated or under the influence of any illegal narcotic drug, controlled substance, prescribed medication by a student for whom the prescribed medication was not prescribed, mood-altering or behavior-affecting substance, or alcohol.
  - 1. Sanctions on School Grounds.
    - a. First Offense. Suspension for nineteen (19) school days. Parents, at their own expense, may choose to participate in a District-approved suspension reduction program. Successful completion of this program may reduce the suspension and curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) days out of school).
    - b. Additional Offenses. Mandatory expulsion. Prior violations of subsections III(A), (B), (C), (D), or (F) will be included as previous offenses.
    - c. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.

- d. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(6) and 293.
  - 2. Sanctions off School Grounds.
    - a. Citation during academic school year or the student admits that he or she has violated subsection III(F).
      - (1) First Offense. Curtailment of extracurricular activities for nineteen (19) school days. Parents, at their own expense, may choose to participate in a District-approved suspension reduction program. Successful completion of this program may reduce the curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) school days curtailment of extracurricular activities).
        - (a) Students who self-report to a building administrator or coach or extracurricular activity sponsor, that he or she has violated subsection III(A), by self-reporting their violation the morning of the next school day following the violation, or if the next day following the violation is not a school day but extracurricular practices, activities, or games are being held and the student self-reports to a building administrator or coach or sponsor before the extracurricular practices, activities, or games commence, then the curtailment of extracurricular activities will be reduced to seventeen (17) days with the possibility of reduction to eight (8) days upon the completion of the District-approved suspension reduction program.
      - (2) Additional Offenses. Prior violations of subsections III(A), (B), (C), (D), or (F) on or off school grounds will be included as previous offenses.
        - (a) Extracurricular Sanction. Curtailment of extracurricular activities for the remainder of the semester unless the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the curtailment shall remain in effect through the second semester.
  - G. Exposure to Bodily Fluids. Intentionally spitting, throwing, wiping, or otherwise dispersing bodily fluids on or to another student or staff member for the purpose of infecting, inciting, demeaning, or intimidating that person.
    - 1. Maximum Sanction. Expulsion.
    - 2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  - H. Tobacco and E-Cigarette Products. Possession or use of tobacco products or e-cigarette type products.
    - 1. Maximum Sanction. Long-term suspension.
    - 2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
  - I. Possession or Use of Fireworks. Possession or use of fireworks of any description.
    - 1. Maximum Sanction. Expulsion.
    - 2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
- IV. Violations against Public Decency and Good Morals.
- A. Public Indecency. Behavior resulting in public indecency (see definition). This subsection shall apply only to students above grade five (5). Neb. Rev. Stat. §79-267(7).
    - 1. Maximum Sanction. Expulsion.
    - 2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  - B. Profanity and Obscenity. Verbal, written or electronic language, communication, pictures, photos, videos, digital images, drawings, or materials of any kind that are reasonably offensive or repulsive to the person hearing, viewing, or receiving the same and which is disruptive of the educational process.
    - 1. Maximum Sanction. Expulsion.
    - 2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  - C. Pornography. Any picture, photo, video, digital image, drawing, or material of any kind that in the reasonable judgment of school administrators constitute child pornography, pornography, or obscene materials pursuant to Neb. Rev. Stat. §§ 28.807, 808, 1463.03, whether or not a citation is issued by a law enforcement officer or prosecuting authority.

1. Maximum Sanction. Expulsion.
  2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
- D. Disparaging Language/Symbolism. Disparaging or demeaning language or symbolic actions of any kind including, but not limited to gestures or language that is intended to disparage, demean, or subject another student or staff member to ridicule.
1. Maximum Sanction. Expulsion.
  2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
- E. Secret Organizations/Gangs. Participation or membership in any secret fraternity, sorority, club, association, or organization is prohibited. The wearing of any ring, pin, or insignia of such a secret organization is also prohibited. Organizations or gangs, which initiate, advocate, or promote violence, drug or alcohol use, sex, criminal activity, or activities which disrupt the school environment or threaten the safety or wellbeing of persons or property, and which identify themselves through the use of a name, geographic territory, unique appearance, or language, are a substantial disruption to and material interference with the educational environment, and are prohibited. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or other attributes indicates or implies membership in or affiliation with such a group, constitutes a substantial disruption to and material interference with the educational environment, and are prohibited.
1. Maximum Sanction. Expulsion.
  2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.

V. Violations against Property.

- A. Damage to Property. Willfully causing or attempting to cause substantial damage or participating in behavior that results in negligent damage to property, or repeated damage to property. This shall include school property lent to the student which the student damages. As to any such damaged property, the student's parent(s) or guardian(s) shall be liable for the damage to the school property. Neb. Rev. Stat. §79-267(2).
1. Maximum Sanction. Expulsion.
  2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  3. Mandatory Action. Legal authorities shall be contacted when the value of the property is five hundred dollars (\$500.00) or more. Neb. Rev. Stat. §28-519; Neb. Rev. Stat. §§79-267(2) and 293.
- B. Theft/Larceny. Stealing or attempting to steal property, or repeated theft of property. This will include school property lent to a student that is not returned upon demand by an authorized staff member and for which there is no reasonable justification for the failure to return the property. Neb. Rev. Stat. §79-267(2).
1. Maximum Sanction. Expulsion.
  2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  3. Mandatory Action. Legal authorities shall be contacted when the value of the property is five hundred dollars (\$500.00) or more. Neb. Rev. Stat. §§28-511 and 518; Neb. Rev. Stat. §§79-267(2) and 293.
  4. Sanctions off School Grounds. Committing burglary or theft which constitutes a felony provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection or the student admits that he or she has violated subsection V(B).
    - a. Extracurricular Maximum Sanction. Curtailment of extracurricular activities for the remainder of the semester unless the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the curtailment shall remain in effect through the second semester.
- C. Arson or False Fire Alarm. Intentionally starting a fire. Use of any fire causing agents to start or attempt to start a fire. Purposely or knowingly causing a false fire alarm. Neb. Rev. Stat. §§28-502 to 504 and 907; Neb. Rev. Stat. §79-267(10).
1. Minimum Sanction. Short-term suspension.
  2. Maximum Sanction. Expulsion.
  3. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.

4. Mandatory Action. Legal authorities shall be contacted if it is believed the arson was criminal. Neb. Rev. Stat. §§28-502 to 504 and 907; Neb. Rev. Stat. §§79-267(10) and 293.
  - D. False Alarm or Report. Purposely making a false alarm or false report, or purposely furnishing false information or making a communication or statement, whether verbal, written or electronic, concerning the existence of any bomb, explosive device, weapon, firearm, dangerous chemical substance, or biochemical or terroristic device, or concerning an intent or attempt to be made to kill, injure, or intimidate any individual or to use, possess, or bring on to District property or to any District activity or event any bomb, explosive device, weapon, firearm, dangerous chemical substance, or biochemical or terroristic device, or concerning the need for medical, police, or emergency services or procedures. Neb. Rev. Stat. §§28-907 and 1221; Neb. Rev. Stat. §79-267(10).
    1. Minimum Sanction. Short-term suspension.
    2. Maximum Sanction. Expulsion.
    3. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
    4. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§28-907 and 1221; Neb. Rev. Stat. §§79-267(10) and 293.
  - E. Computers. Direct or indirect use of District computers, computer networks, or computer systems, which involves offensive, personal, commercial, and/or religious messages, or any unauthorized access or use of a District computer, computer network, or computer system which violates District policy or state or federal law. Neb. Rev. Stat. §§28-1341 to 1348; Neb. Rev. Stat. §79-267(10).
    1. Maximum Sanction. Expulsion.
    2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
    3. Mandatory Action. Legal authorities shall be contacted if the action constitutes a felony. Neb. Rev. Stat. §§28-1341 to 1348; Neb. Rev. Stat. §§79-267(10) and 293.
- VI. Violations against School Administration.
- A. Tardy/Truancy. Unauthorized absence from school. Neb. Rev. Stat. §§79-201 and 209.
    1. Maximum Sanction. Short-term suspension.
    2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
  - B. Gambling. Playing any game of chance for money or other stakes. Neb. Rev. Stat. §79-267(10).
    1. Maximum Sanction. Expulsion.
    2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  - C. Dishonesty. Dishonesty that interferes with the educational process.
    1. Maximum Sanction. Expulsion.
    2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  - D. Dress Code Violation. Failure to comply with established building dress code.
    1. Maximum Sanction. Long-term suspension.
    2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
  - E. Failure to Report. Failure to comply with assigned discipline consequence.
    1. Maximum Sanction. Long-term suspension.
    2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
  - F. Failure to Comply. Failure to follow established building rules, and procedures.
    1. Maximum Sanction. Long-term suspension.
    2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
  - G. Open Campus/Unauthorized Area Violation. Violating established open campus rules and/or being in an unauthorized location without permission.
    1. Maximum Sanction. Long-term suspension.
    2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
  - H. Cheating or Plagiarism. Cheating on examinations including but not limited to ELO examinations. Plagiarism on projects including but not limited to reports, research papers, and portfolios.
    1. Maximum Sanction. Long-term suspension.
    2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
  - I. Insubordination. Disrespect for, defying authority of, or refusing to obey requests or directions of teachers, school officials or school employees.
    1. Maximum Sanction. Expulsion.

- 2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  - J. Disruptive Behavior. Behavior or possession of any item that materially interferes with or substantially disrupts class work, school activities, or the educational process.
    - 1. Maximum Sanction. Expulsion.
    - 2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  - K. Nuisance Items. Any item in a student's possession that is sufficiently annoying, offensive, unpleasant, or obnoxious that it substantially interferes with or materially interrupts the educational process. These items may include, but are not limited to all electronic devices.
    - 1. Maximum Sanction. Expulsion.
    - 2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  - L. Unlawful Activity. Engaging in any unlawful activity not specifically covered herein, which constitutes a danger to other students or school personnel, or interferes with school purposes or the educational process. Neb. Rev. Stat. §79-267(10).
    - 1. Maximum Sanction. Expulsion.
    - 2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension or expulsion.
  - M. False Complaints. False accusations or complaints against another student or staff member.
    - 1. Maximum Sanction. Long-term suspension.
    - 2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
  - N. Student Identification. Failure of a high school student to present the school approved student identification card upon the request of a District staff member while on District property, 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, or any other place where the governing law permits the District to discipline students for prohibited conduct.
    - 1. Maximum Sanction. Short-term suspension.
    - 2. Extracurricular Sanction. Suspension from extracurricular activities during the time of suspension.
- VII. Repeated Offenses or Series of Prohibited Conduct.
  - A. Two (2) or more violations of prohibited conduct or violation of two (2) or more of the acts prohibited herein within the current building level, which constitute a substantial interference with school purposes. Neb. Rev. Stat. §79-267(11).
    - 1. Sanction. Unless otherwise provided herein, prohibited conduct otherwise subject to short-term suspension shall be subject to long-term suspension; conduct otherwise subject to long-term suspension shall be subject to expulsion; prohibited conduct initially subject to expulsion shall be again subject to expulsion.
- VIII. Curtailment of Extracurricular Activities.
  - A. General Statement. When reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process, the District shall curtail a student's participation in District extracurricular activities. Students shall not be permitted to be on District property or participate in or attend District-sponsored extracurricular activities during the time period that the student is excluded from school for disciplinary reasons. In addition, students may be curtailed from extracurricular activities for misconduct taking place off school grounds and not at a school function, activity, or event. Curtailment may also occur outside the academic school year if the misconduct takes place during a school sponsored activity pursuant to the provisions of this section.
  - B. Period of Ineligibility for Conduct on School Grounds.
    - 1. Period of Ineligibility. During any time period that a student is excluded from school due to short-term suspension, long-term suspension, expulsion, or emergency exclusion for conduct occurring on District property, 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, or any other place where the governing law permits the District to discipline students for prohibited conduct, the student so excluded shall also be ineligible for participation in extracurricular activities for the entire period of exclusion, and will also be prohibited from being on District property or attending any District-sponsored extracurricular events during the period of exclusion from school.
  - C. Period of Ineligibility for Conduct off School Grounds.

1. Period of Ineligibility. The prohibited conduct contained in Sections II (B), (D), (F), and (G), III (A), (B), and (F), and V (B) of this Rule, shall subject the student to the periods of ineligibility for extracurricular activities therein provided for conduct occurring off school grounds and not at a school event during the academic school year.
- D. District Events During Ineligibility Period. Students who are ineligible for participation in extracurricular activities will also be prohibited from attending any District-sponsored extracurricular events during the ineligibility period.
- E. Effective Following Semester if Necessary. The ineligibility period shall remain in effect during the following semester (including the following school year) if there are insufficient school days in the semester to complete the ineligibility period.
- F. Extracurricular Commutation. Penalties assigned under this Section may be reduced by the Superintendent or Superintendent's designee upon the successful completion of counseling, community service, or other alternatives to curtailment set by the District. The District shall have the sole discretion in determining whether the student is eligible for commutation, and what form the counseling, community service, or other alternatives to curtailment must be successfully completed before commutation may take place. Any costs associated with counseling, community service, or other alternatives to curtailment shall be borne by the student or the student's parent(s) or guardian(s).
- G. Effective Date. The effective date of the curtailment of extracurricular activities shall be the date that the principal or principal's designee provides the student with the oral or written notice of the charges, except the principal shall not issue a letter of curtailment until there is a student admission, court decision or citation.

**VIII. DEFINITIONS.**

- A. "Academic school year" shall mean the time students are in school during the dates and times set by the school calendar and adopted by the Board, including summer school.
- B. "Alcoholic beverage" shall mean any substance subject to the jurisdiction of the Nebraska Liquor Commission.
- C. "Citation" shall mean a written complaint, writ, summons, requirement to appear, ticket, uniform citation form, decree, notice, warrant, indictment, information, or other legal process issued by a law enforcement officer or prosecuting authority, which charges the student with committing an offense against the law, whether given directly to the student or the student's parent or guardian, or forwarded to a federal, state, county, or municipal attorney, prosecutor, or prosecuting authority.
- D. "Controlled substance" shall mean opiates, opium derivatives, depressants, stimulants, and the substances and derivatives as defined by Neb. Rev. Stat. §28-401(4) including, but not limited to, "uppers", "downers", barbiturates, amphetamines, LSD, heroin, hashish, hallucinogenic substances, cocaine, and substances such as glue, to the extent any such substance is used for the purpose of mood or behavior alteration by a student, and any other substance which alters the mood or behavior and which is not taken for medical purposes (e.g., steroids).
- E. "Current building level" shall mean the current education level in which the student is enrolled (i.e., grades 9-12 are the high school building level, grades 6-8 are the middle school building level, and grades K-5 are the elementary school building level).
- F. "Curtailment of extracurricular activities" shall mean that the student is ineligible for participation in or attending any extracurricular activities. During any time that a student is excluded from school for conduct occurring while within school jurisdiction, the student is ineligible for participation in or attending any extracurricular activities.
- G. "Destructive device" shall mean (1) any explosive, incendiary, chemical or biological poison, or poison gas-bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, booby trap, Molotov cocktail, bottle or pipe bomb, vessel or container intentionally caused to rupture or mechanically explode or device similar to any of the devices described in the proceeding clauses; (2) any type of weapon (other than a shotgun shell which is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (3) any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled.
- H. "Distribution or attempted distribution to or receipt or attempted receipt from, any other person" shall mean all actions, activities, and communications, whether verbal, written, or electronic, involved with the transfer or attempt to transfer, or the receipt or attempt to receive any illegal narcotic drug, controlled substance, look-a-like substance, mood-altering or behavior affecting substance, alcohol, prescribed medications, or non-prescribed medications. These terms shall be broadly construed and interpreted to include, but not be limited to, any and all actions, activities, and communications concerning the sale, transfer, trading, offering, gifting, receiving,

purchasing, soliciting, and/or acceptance of the aforesaid substances, whether or not a transfer is actually made, and whether or not the student comes into actual possession thereof.

- I. "Drug paraphernalia" shall mean all equipment, products, materials, and items which are used, intended for use, altered for use, or designed for use, in manufacturing, injecting, ingesting, inhaling, vaporizing, or otherwise introducing into the human body any controlled substance.
- J. "Exclusion" shall mean that time period a student is excluded from school during short-term suspension, long-term suspension, emergency exclusion, or expulsion. It may also mean that time period that the student is mandatorily reassigned.
- K. "Expulsion" shall mean exclusion from all schools in the District (except the location designated for alternative education).
- L. "Extracurricular activities" shall mean all athletic teams, activities, groups, clubs, homecomings, proms, dances, graduation ceremonies, and all other organizations or events sponsored by or associated with the District which are not part of the District curriculum.
- M. "Firearms" shall mean (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. Such term does not include an antique firearm.
- N. "Illegal narcotic drug" shall mean the illegal substances as defined by Neb. Rev. Stat. §28-401(15).
- O. "Ineligibility period" shall mean that period of time that a District student is prohibited from participating in and/or attending any District extracurricular activities.
- P. "Injury" shall mean damage to a person that results in a specific wound or wounds that requires first aid treatment or a physician's care.
- Q. "Long-term suspension" shall mean exclusion from all schools in the District for more than five (5) school days but less than twenty (20) school days. If there are insufficient school days in the first semester to complete the suspension period, the suspension period will be carried over to the second semester.
- R. "Look-a-like substance" (also known as imitation controlled substance) shall mean any substance which is not a controlled substance, but which by its appearance (including, but not limited to, color, shape, size, markings, or packaging) or by representations made, induce or are intended to induce, persons to believe that the substance is a controlled substance. "Look-a-like substance" shall include any beverage containing alcohol or a beverage that is represented to contain alcohol.
- S. "Medication" shall be broadly defined and shall mean all prescribed medications, over the counter and other non-prescribed medications, and all chemical substances, compounds, homeopathic substances, herbs, vitamins, and/or devices, which purport to aid in a person's health or well-being or are intended for use in the diagnosis, cure, mitigation, treatment, or prevention of diseases, or are intended to affect the structure or any function of the body; and any device, instrument, apparatus, implement, machine, contrivance, implant, or other similar or related article, including any component part or accessory, which is prescribed by a physician, physician assistant, or advanced practice registered nurse, and dispensed by a pharmacist or other person authorized by law.
- T. "Non-prescribed medication" shall mean all medications which are available without a prescription or order from a person who is licensed under the laws of Nebraska to prescribe medications.
- U. "On school grounds" shall mean on District property, in a vehicle owned, leased, or contracted by the District being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event, or any other place where the governing law permits the District to discipline students for prohibited conduct.
- V. "One year" shall mean the three hundred sixty-five (365) days that follow the acts at issue.
- W. "Possession of a substance" shall mean situations where a student has on his person, within his personal property, within his vehicle, within school property assigned to him or under his control, a substance prohibited under this Rule, while on school property or at a school sponsored or school-related activity or event. Small or trace amounts of a prohibited substance constitute possession of a substance, and positive results from alcohol or other drug screening and testing technology are evidence of the possession of prohibited substances.
- X. "Prescribed medication" shall mean all medications which are available only with a prescription or order from a person who is licensed under the laws of Nebraska to prescribe medications.
- Y. "Prior violations" shall mean violations of the cited subsections, which occurred while the student is in the current building level. Student conduct violations which occurred in another school district at the current building level shall be included as prior violations. For suspension, expulsion, or reassignment purposes, prior violations shall only include previous student conduct violations which occurred on school grounds. For

curtailment of extracurricular activities purposes, prior violations shall include previous student conduct violations which occurred on or off school grounds.

- Z. "Public indecency" shall mean performing, procuring, or assisting any other person to perform, in a public place and where the conduct may reasonably be expected to be publicly viewed: (1) An act of sexual penetration; (2) An exposure of the genitals, female breasts or buttocks of the body done with intent to affront or alarm any person; or (3) A lewd fondling or caressing of the body of another person of the same or opposite sex.
- AA. "Reasonable information that the student has committed a prohibited act" shall mean such amount of information from which a reasonable school administrator who is not acting based on improper motives such as discrimination, retaliation, revenge, or retribution, could reasonably conclude that the student engaged in the prohibited acts in question. Such amount of information shall not be evidence beyond all reasonable doubt, or clear and convincing evidence, or even a preponderance of the evidence.
- BB. "School day" shall mean any day that school is in session and students are attending academic courses. It does not include days that practices for extracurricular activities are held during the summer, or weekends and vacations that occur during the academic school year.
- CC. "School jurisdiction" shall mean on District property, in a vehicle owned, leased, or contracted by the District being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event, or any other place where the governing law permits the District to discipline students for prohibited conduct.
- DD. "Semester" shall mean the equivalent of one half of the required student instructional days.
- EE. "Sexual assault" shall mean sexual assault in the first degree or second as defined in Neb. Rev. Stat. §§28-319 and 320, or sexual assault of a child in the first, second or third degree as defined in Neb. Rev. Stat. §§28-319.01 and 320.01, as such statutes now provide or may hereafter be amended. Sexual assault in the first degree occurs when a person subjects another person to sexual penetration without the consent of the victim, or when a person who is nineteen years of age or older subjects another person who is at least twelve but less than sixteen years of age to sexual penetration. Neb. Rev. Stat. §28-319. Sexual assault in the second degree occurs when a person subjects another person to sexual contact without the consent of the victim and the actor causes serious personal injury to the victim. Neb. Rev. Stat. §28-320. Sexual assault of a child in the first degree occurs when a person who is nineteen years of age or older subjects another person under twelve years of age to sexual penetration. Neb. Rev. Stat. §28-319.01. Sexual assault of a child in the second degree occurs when a person who is nineteen years of age or older subjects another person fourteen years of age or younger to sexual contact and the actor causes serious personal injury to the victim. Neb. Rev. Stat. §28-320.01. Sexual assault of a child in the third degree occurs when a person who is nineteen years of age or older subjects another person fourteen years of age or younger to sexual contact and the actor does not cause personal injury to the victim. Neb. Rev. Stat. §28-320.01.
- FF. "Sexual or intimate parts" shall mean the genital area, groin, inner thighs, buttocks or breasts.
- GG. "Short-term suspension" shall mean exclusion from all schools in the District not to exceed five (5) school days. If there are insufficient school days in the first semester to complete the suspension period, the suspension period will be carried over to the second semester.
- HH. "Under the influence" shall mean the manifestation of physical and physiological symptoms or reactions caused by the use of any illegal narcotic drug, controlled substance, mood-altering or behavior-affecting substance, prescribed medication by a student for whom the prescribed medication was not prescribed, or alcohol. Factors which may be taken into consideration are: the odor of a prohibited substance on the student's breath or clothes, glassy eyes, slurred speech, physical mobility, and such other factors which the training of school administrators indicates as being evidence of the use of prohibited substances or being under the influence of the same. Positive results from alcohol or other drug screening and testing technology are evidence of the use and possession of prohibited substances or being under the influence of the same.
- II. "Use of substance" shall mean situations where there is reasonable suspicion to believe a student has assimilated a prohibited substance or is under the influence of the same while on school property or in attendance at a school-sponsored or school-related activity or event. Factors which may be taken into consideration are: the odor of a prohibited substance on the student's breath or clothes, glassy eyes, slurred speech, physical mobility, and such other factors which the training of school administrators indicates as being evidence of the use of prohibited substances or being under the influence of the same. Positive results from alcohol or other drug screening and testing technology are evidence of the use and possession of prohibited substances or being under the influence of the same.

Legal Reference: Neb. Rev. Stat. §§28-319, 319.01, 320 and 320.01  
Neb. Rev. Stat. §28-401

Neb. Rev. Stat. §§28-502 and 504  
Neb. Rev. Stat. §§28-511, 518 and 519  
Neb. Rev. Stat. §28-907  
Neb. Rev. Stat. §28-1202 *et seq.*  
Neb. Rev. Stat. §28-1341  
Neb. Rev. Stat. §79-254 *et seq.*

Related Rules: [5300.3](#), [5400.1](#), [5400.2](#), [5400.3](#), [5400.4](#), [5400.5](#), [5410.1](#), [5470.1](#), [5480.1](#), [5490.1](#), [5600.2](#)

Rule Approved: May 7, 2001

Revised: April 15, 2002; May 5, 2003; March 15, 2004; June 5, 2006; July 9, 2007; June 2, 2008; February 2, 2009; May 18, 2009; May 17, 2010; April 4, 2011, April 16, 2012; April 22, 2013; November 4, 2013; January 6, 2014; April 21, 2014; April 20, 2015; April 18, 2016, April 17, 2017, April 16, 2018

## **ATTENDANCE, TARDINESS, AND EXCESSIVE ABSENTEEISM (5200.1)**

### **I. Attendance.**

A. Attendance Accounting. Attendance accounting shall be accomplished in secondary schools by recording students' attendance period-by-period, in elementary schools by recording students' attendance in the morning and afternoon, and in summer school by recording secondary students' attendance period-by-period and elementary students' attendance by the hour.

B. Grounds for Excused Absences. Students will be granted an excused absence from school by the principal or the principal's designee for the following reasons:

1. Personal illness (a physician's verification is required after four (4) consecutive days of absence for illness).
2. Doctor or dental appointments for the student, which cannot be scheduled at a time other than during school hours.
3. Death or serious illness of the student's family member.
4. Attending a funeral.
5. Wedding or graduation of the student's family member.
6. Legal matters which cannot be arranged at a time other than during school hours.
7. Observance of religious holidays of the student's own faith.
8. College planning visits.
9. Matters involving student safety.
10. Matters related to military service.
11. Personal or family vacations not to exceed five (5) days per school year.
12. The approval of all excused absences may be subject to review by Student Services.

C. Insufficient Grounds for Excused Absences. Students will be assigned an unexcused absence from school by the principal or the principal's designee for the following reasons:

1. Personal recreational activities.
2. Non-school sponsored activities and athletics (e.g., competitive cheer, club sports, or theater caravans).
3. Babysitting.
4. Birthdays.
5. Work.

### **D. Rules Governing Absences.**

1. Individuals who are authorized to submit written excuses for absences are a parent or guardian, the student if age nineteen (19), or the student if emancipated. Written excuses must be provided to the principal or the principal's designee.
2. The student's parents or guardians must call within the time specified by the school's guidelines and provide the following information: the date(s) and/or time of the absence

and the reason for the absence. Failure to call within the required time frame will result in the absence being recorded as unexcused.

3. The District reserves the right to require verification from a doctor or dentist when an absence is for medical or dental reasons.
4. A written excuse, which is forged or contains factual misrepresentations, will subject the student to discipline under District Rule and the absence(s) will be recorded as unexcused absences.

E. Make-up Work for Excused and Unexcused Absences.

1. Schoolwork missed due to an excused or unexcused absence, must be completed to the satisfaction of each teacher whose class was missed.
2. Students will have a minimum of one (1) school day for each day of absence, to make up missed schoolwork. Students who do not make up their work within the prescribed time limits will not receive credit for the work missed.
3. Make-up work may be provided prior to a planned absence if the lessons and assignments have already been planned for and prepared by the teacher in the context of having created the weekly lesson plans. Make-up work provided to a student in advance of their absence does not guarantee that no additional work may need to be completed upon their return to school. Students who do not request missed work in advance will be provided all assigned work when the student returns from an absence.
4. Providing early or late semester exams is at the discretion of the building principal or the principal's designee.
5. During prolonged absence due to illness, the parent may call the school office to make arrangements for picking up the missed work.
6. When the school administration has given approval for a student to participate in school sponsored programs such as High Ability Learners (HAL) Seminars, music programs, dramatics, or athletics, the student should not be penalized for not being present to take tests and participate in the daily work. The student shall be given an opportunity to make up any work missed.

II. Tardiness.

A. Rules. The following rules shall apply to tardiness.

1. Students tardy to school will not be admitted to class unless the student has the permission of the principal or principal's designee.
2. Tardies will be excused or unexcused as determined by building principal or the principal's designee.
3. Each school shall adopt a set of guidelines to be used to avoid or minimize student tardiness and publish it in their student handbook.

III. Excessive Absenteeism.

A. Rules. The following rules shall apply to excessive absenteeism.

1. At least one (1) attendance officer shall be appointed by the District's Board who shall enforce the provisions of Nebraska's mandatory attendance laws. If the Superintendent, a principal, a teacher, or a Board member knows of a violation of Nebraska's mandatory attendance laws they shall within three (3) days report such violation to the District's attendance officer who shall immediately investigate the violation. When of his or her personal knowledge or by report or complaint from any resident of the District, the District's attendance officer believes that there is a violation of Nebraska's mandatory attendance laws, the attendance officer shall immediately investigate such violation.

2. If a student has accumulated eight (8) absences in a school year or the hourly equivalent, the District may render all services to address barriers to attendance. Such services shall include, but not be limited to, the following:
  - a. Verbal or written communication by District officials with the person or persons who have legal or actual charge or control of any student.
  - b. One or more meetings between, at a minimum, a school attendance officer, a school social worker, or a school administrator or his or her designee, the person who has legal or actual charge or control of the student, and the student, when appropriate, to attempt to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
    - i. Illness related to physical or behavioral health of the student;
    - ii. Educational counseling;
    - iii. Educational evaluation; and
    - iv. Referral to community agencies for economic services, family or individual counseling, or assisting the family in working with other community services.
    - v. Prevention and early intervention procedures, service coordination, cooperative efforts, and information sharing, in accordance with the Superintendent's Plan pursuant to Neb. Rev. Stat. § 79-2121.

B. Notification.

1. If a student has accumulated eight (8) absences in a school year or the hourly equivalent, the District will send written notice to the student's parents or guardians regarding the State mandatory attendance and excessive absenteeism laws. If any of the absences are due to illness, the notice to the student's parents or guardian shall indicate the number of absences due to such.

2. If a student has accumulated fifteen (15) absences in a school year or the hourly equivalent, the District will send written notice to the student's parents or guardians regarding the State mandatory attendance and excessive absenteeism laws. If any of the absences are due to illness, the notice to the student's parents or guardians shall indicate the number of absences due to such.

3. If a student is absent more than twenty (20) days in a school year or the hourly equivalent, the attendance officer may file a report with the county attorney of the county in which the student resides. The District shall notify the student's family in writing prior to referring the student to the county attorney. The report shall state that the District has made the efforts required by Section III (A) (2) of this Rule and that the collaborative plan to reduce barriers identified to improve regular attendance has not been successful and the District recommends county attorney intervention. The report shall include the student's and parents' names, address, number of excused and unexcused absences, number of absences due to illness documentation that the District has made the efforts required by Section III(A)(2) of this Rule, and copies of all other relevant information regarding the student's attendance and excessive absenteeism.

4. If a student has a history of being chronically absent from school, the District shall render any and all services in the District's power to compel the student to attend school.

C. Students on Probation. If a student on probation who has previously been expelled from the District is attending school pursuant to Nebraska law governing students on probation, prior to the readmission of the

student to the school, school officials shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school as well as educational objectives that must be achieved. The school may expel such a student for subsequent actions which violate District Rule 5400.6. Such a student shall be screened by the District for possible disabilities and, if the screening so indicates, the student shall be referred for evaluation for possible placement in a District special education program.

IV. Students Exempt from the Mandatory Attendance Laws. Students who are exempt from the mandatory attendance laws are:

- A. Students who have obtained a high school diploma;
- B. Students who have completed the program of instruction offered by a school which elects pursuant to state law not to meet accreditation or approval requirements;
- C. Students who have reached eighteen (18) years of age;
- D. Students who have reached sixteen (16) years of age, but are not yet eighteen (18) years of age, and whose withdrawal from school before graduation and exemption from the mandatory attendance requirements has been completed in accordance with state law and District Rule 5120.2.
- E. Students who will reach six (6) years of age prior to January 1 of the then current school year, and their parent or guardian has discontinued enrollment in accordance with District Rule 5100.2(III)(A); and
- F. Students who will not reach six (6) years of age prior to January 1 of the then current school year, and their parent or guardian has discontinued enrollment in accordance with District Rule 5100.2(III) (B).

V. Student Discipline. Students, who violate the provisions of this Rule, or the District's Standards for Student Conduct, or the guidelines of the building principal or principal's designee, may be subject to student discipline. Students who have excessive absences or tardies may also be subject to student discipline.

VI. Definitions.

- A. "Emancipated student" shall mean any student, under the age of nineteen (19), who is either married, or is enlisted in the military service, or unmarried and has voluntarily left home without financial support from the student's parent(s), or the student has been declared emancipated by a court of law and the conditions leading to that declaration remain unchanged.
- B. "Excessive absences" shall mean eight (8) or more absences from school in a school year or the hourly equivalent.

Legal Reference: Neb. Rev. Stat. §§29-2270 through 29-2273  
Neb. Rev. Stat. §§79-201 through 79-210, and 79-2121

Related Policies & Rules: [5200](#), [5200.2](#), [5400.6](#)

Rule Approved:

Revised: July 20, 1987; September 19, 1994; September 8, 1998;  
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August 15, 2011; December 5, 2011; July 2, 2012; December 17, 2012; May 19, 2014

Millard Public Schools  
Omaha, Nebraska

## STUDENT HEALTH AND SAFETY

In order to ensure the safety of every student, the Millard Public School's safety and security practices are rooted in the four phases of emergency management 1) Mitigation, 2) Preparedness, 3) Response, and 4) Recovery. All schools have established and customized emergency response plans and procedures designed to protect the well-being students and staff during emergency situations. The Incident Command Team in each school is responsible for conducting emergency response drills and training on a regularly scheduled basis. Students are expected to follow designated Standard Response Protocols when announced. Failure of a student to comply with the instructions of a teacher or staff member during an Emergency Response may result in disciplinary action. The four standard responses protocols are described below:

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS	TEACHER	
Move away from sight Maintain silence Do not open the door	Lock interior doors Turn out the lights Move away from sight Do not open the door Maintain silence Take attendance	

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## LOCKOUT! SECURE THE PERIMETER.

STUDENTS	TEACHER	
Return inside Business as usual	Bring everyone indoors Lock perimeter doors Increase situational awareness Business as usual Take attendance	

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## EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS	TEACHER	
Bring your phone Leave your stuff behind Follow instructions	Lead evacuation to location Take attendance Notify if missing, extra or injured students	

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## SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS	TEACHER											
<table><thead><tr><th>Hazard</th><th>Safety Strategy</th></tr></thead><tbody><tr><td>Tornado</td><td>Evacuate to shelter area</td></tr><tr><td>Hazmat</td><td>Seal the room</td></tr><tr><td>Earthquake</td><td>Drop, cover and hold</td></tr><tr><td>Tsunami</td><td>Get to high ground</td></tr></tbody></table>	Hazard	Safety Strategy	Tornado	Evacuate to shelter area	Hazmat	Seal the room	Earthquake	Drop, cover and hold	Tsunami	Get to high ground	Lead safety strategy Take attendance	
Hazard	Safety Strategy											
Tornado	Evacuate to shelter area											
Hazmat	Seal the room											
Earthquake	Drop, cover and hold											
Tsunami	Get to high ground											

In the event of a school-wide emergency, school officials will communicate with parents in every form possible. In the event of an off-campus evacuation, please do not immediately proceed to the school, a re-unification site will be established by the school or first responders and the location will be communicated to parents as soon as possible.

## **RESTRAINT AND SECLUSION**

As a part of the emergency procedures in place within Millard Public Schools, any student who poses a significant imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with District Rule 5495.2. Significant violations of the law including assaults on students and staff will be reported to the police. The building administrator or designee will make reasonable efforts to notify the parent/guardian no later than the end of business on the school day on which the physical restraint/seclusion occurred. The parent should be notified of the circumstances leading up to the physical restraint/seclusion and be given a point of contact for additional information. District Rule 5495.2 is available to all parents electronically via the District's website or as a hard copy on request.

### **Safe Schools Hotline**



The Safe Schools Hotline is a 24-hour 7-day a week anonymous reporting system for anyone having information that will protect the lives or safety of our students. Call the Hotline to report information about bullying, vandalism, theft, potential suicides, weapons, drugs, gangs, threats, or other safety issues. Every call will be taken seriously, investigated, and the appropriate action will be taken. Break the Code of Silence call 1-888-809-4754.

### **Access Control and Video Management**

The Board of Education has the responsibility to maintain and protect the property of the Millard Public Schools and to provide for the safety and security of its students, staff, and visitors. To meet this responsibility, the District may utilize access control and video management systems at its facilities and in school buses and vehicles used by the District.

### **Restraint and Seclusion**

As a part of the emergency procedures within the Millard Public Schools, any student who poses a significant imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with District Rule 5495.2. Significant violations of the law including assaults on students and staff will be reported to the police. The building administrator or designee will make reasonable efforts to notify the parent/guardian no later than the end of business on the school day on which the physical restraint/seclusion occurred. The parent should be notified of the circumstances leading up to the physical restraint/seclusion and be given a point of contact for additional information. District Rule 5495.2 is available to all parents electronically via the District's website or as a hard copy on request.

### DATING VIOLENCE (5300.4)

- I. Dating Violence Prohibited. The District provides physically safe and emotionally secure environments for all students. Positive behaviors are encouraged in the educational program and are required of all students.

Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students.

- II. Dating Violence Training. Strategies and practices will be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Dating violence training, as defined by Neb. Rev. Stat. 79-2,141(4,) shall be provided to staff deemed appropriate by the administration. Training shall include, but not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.
- III. Dating Violence Information. The District shall inform the students' parents or legal guardians of the District's dating violence policy on an annual basis via the Student Handbook. If requested, the District shall also provide the parents or legal guardians a copy of the District's dating violence policy and other relevant information.
- IV. Definitions.

A. Dating Violence shall mean a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse, to control his or her dating partner.

B. Dating Partner shall mean any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Related Policies and Rules: [5300](#), [5300.1](#), [5300.2](#), [5300.3](#)

Legal Reference: Neb. Rev. Stat. § 79-2,141

Legal Reference: Neb. Rev. Stat. § 79-2,141

Date of Adoption: May 17, 2010

Revised: November 21, 2017

## **STUDENT HEALTH**

Among the health services provided for students by the Millard Public School District are screening tests for vision and hearing. Hearing tests are given to students in pre-school, kindergarten, first, second, seventh, and tenth grades, and to new students and those who have had previous hearing losses. Vision screening is done each year in all pre-school through 4<sup>th</sup> grade, 7<sup>th</sup>, and 10<sup>th</sup> grades, except for those students who have evidence of having been screened for vision and hearing within the preceding six (6) months. Dental screenings are completed each year at all pre-school through 4<sup>th</sup> grade, 7<sup>th</sup>, and 10<sup>th</sup> grades, except for those students who have evidence of having been seen by a dentist within the preceding six (6) months.

None of these routine health inspections are intended to replace regular physical examinations by a medical specialist. Parents/guardians are notified if the screenings indicate the potential for any type of problem. School personnel do not diagnose health problems. If health problems are detected, parents/guardians are then encouraged to consult their family medical specialist, but the schools cannot assume the cost of the medical specialist's examination.

Parents/guardians are asked to inform the school of any changes in a student's general health or physical limitations. This information will be helpful to school personnel in working with the student.

If a student has a temperature of 100.4 degrees or higher, parents/guardians will be contacted. The student will be sent home as soon as proper arrangements can be made. Students will be excluded from school for the following conditions: contagious or infectious disease, including chicken pox, measles and mumps; pink eye; suspicious rash; vomiting, diarrhea, seizure activity, skin eruptions or live head lice. Students may not return to school until they are fever free for twenty-four (24) hours and/or bring a doctor's note granting permission to return, or until all evidence of the condition is gone.

## **PHYSICAL EXAMINATION, IMMUNIZATION AND INSPECTION**

I. Physical Examination. Prior to the entrance of any student into kindergarten and the seventh grade or, in the case of a transfer from out of state to any other grade in any District school, the parents/guardians must submit written evidence of a physical examination of the student by a physician, physician assistant, D.O., or advanced practice registered nurse.

- A. The physical examination must have been performed within six (6) months of the date of enrollment. FOR 7<sup>th</sup> GRADE ONLY, if the student is participating in sports the physical must be completed after May 1<sup>st</sup>. FOR 6<sup>th</sup> GRADE ONLY, if the student is participating in cross country a sports physical must be completed after May 1<sup>st</sup>.
- B. The cost of such physical examination is to be assumed by the parents/guardians of each child examined.
- C. No physical examination shall be required of any student whose parents/guardians object in writing.

- D. In accordance with Nebraska Revised Statute 79-214, all kindergartners and out of state transfer students are required to have an eye exam by a Physician, PA, D.O., APRN, Ophthalmologist or Optometrist within six months prior to admission. The eye exam can be done at your doctor's office at the same time as your child's school physical.

II. Immunization. In accordance with Neb. Rev. Stat. 79-219, all students are required to be protected by immunization against measles/mumps/rubella (MMR), varicella, poliomyelitis (Polio), diphtheria (D), pertussis (P), tetanus (T), and Hepatitis B prior to enrollment and in accordance with the immunization standards prescribed in Title 173, Nebraska Administrative Code, and Chapter 3-007. FOR 7<sup>th</sup> GRADE ONLY, 1 dose of Tdap (must contain Pertussis Booster.) The Tdap may be done any time after 10 or 11 years of age depending on which brand of vaccine is received.

- A. Any student who does not comply with this provision shall not be permitted to continue in school until the student complies unless the student falls within the two exceptions stated below in paragraph C.
- B. Unless exempted by state law, the cost of such immunization shall be done by the parents/guardians of each student who is immunized or by the Department of Health and Human Services for those students whose parents/guardians are unable to meet such cost.
- C. Immunizations shall not be required for enrollment if either of the following is submitted to the District:
1. A statement signed by a physician, physician assistant, or advanced practice registered nurse stating that, in the health care provider's opinion, the immunizations required would be injurious to the health and well-being of the student or any member of the student's family or household; or
  2. A notarized affidavit signed by the student or, if the student is a minor, by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that immunization conflicts with the personal and sincerely followed religious beliefs of the student.
  3. The physician's statement or affidavit shall be kept in the student's cumulative file.

- D. A student may be provisionally enrolled in the District in the following circumstances:
1. The student has begun the immunizations required by state law and the student is receiving the necessary immunizations as rapidly as is medically feasible and in accordance with the requirements of Title 173, Nebraska Administrative Code, Chapter 3-009.02; or
  2. The student is the child or legal ward of an active member of the military services of the United States or of his or her spouse, and the student is enrolling in the District following residence in another state or in a foreign country, and the parents/guardians of the student provide the District with a signed written statement certifying that the student has completed the immunizations required by state law. The student's parents/guardians must thereafter provide the District with written evidence that the student has completed the immunizations required by state law, and if such written evidence is not provided to the District within sixty (60) days of the date of the provisional enrollment, then the student shall not thereafter be permitted to continue in school until such written evidence of compliance is provided.

III. Required Evidence of Immunization. For the purposes of compliance with the immunization requirements of state law, the student's parents/guardians shall be required to present to the District the following evidence of immunization:

- A. An immunization history containing the name of the vaccine, the month and year of administration (the month, day, and year for MMR vaccine), the name of the health practitioner, the agency where the immunization was obtained, and the signature of the physician, parent, guardian, or of such other person maintaining the immunization history of the student, verifying that the student has received these vaccines; or
- B. Laboratory evidence of circulating antibodies for measles, mumps, or rubella shall constitute evidence of immunity against those diseases provided the following information is supplied: name of test, test result, test date, signature of laboratory technician performing the test or of the laboratory director, and date of signature.
- C. For purposes of compliance with this Rule, clinical history of measles, mumps, or rubella without laboratory or epidemiologic confirmation does not constitute evidence of immunity. Epidemiologic confirmation of a diagnosis means that the clinical history of measles, mumps, or rubella is corroborated by association with laboratory proven case(s) and that such epidemiologic case(s) have been reported to and counted by the Department of Health and Human Services.

IV. Inspection. Qualified District personnel shall separately inspect District students to ascertain if any student is suffering from defective sight or hearing, dental defects, or other conditions as prescribed by the Department of Health and Human Services Regulation and Licensure.

- A. If such inspection determines that any student has such condition, the District shall notify the parents/guardians in writing of the condition and explain the necessity of professional attendance or professional assistance for such student.
- B. When a student apparently shows symptoms of any contagious or infectious disease, such student shall be sent home immediately, or as soon as safe and proper transportation can be found, and the District's Director of Student Services shall be notified immediately.
- C. No student shall be compelled to submit to a physical examination other than the District inspection over the written objection of the student's parents/guardians, delivered to the District. Such objection shall not exempt the student from the state's quarantine laws nor prohibit an examination for infectious or contagious diseases.
- D. The District's inspections shall be conducted during the first quarter of each school year for students currently in attendance. Thereafter, as students enter the District during the year, such inspections shall be made immediately upon their entrance.

V. Parental Notification and Opportunity to Opt out of Participation. Pursuant to the Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h, the District shall provide reasonable notice directly to the parents and guardians of students enrolled in District schools, of the specific or approximate dates of any non-emergency invasive physical examination or screening that is required as a condition of attendance and administered by the District and scheduled in advance, and which is not necessary to protect the immediate health and safety of the student or other students.

- A. An invasive physical examination is any medical examination that involves the exposure of private body parts, or any act during such an examination which includes incision, insertion, or injection into the body, but does not include a hearing, vision, dental, or any physical examination or screening permitted or required by State law.
- B. Parents, guardians, and students who are eighteen (18) years old or emancipated under State law, may opt out of participation in any such invasive physical examination by providing the District with a signed written statement which declines participation in any such invasive physical examination.

VI. Physical Examinations for Student Athletes. Students participating in activities sponsored by the Nebraska Schools Activities Association athletics, cheerleading, or dance team, shall obtain a physical examination by a physician after May 1<sup>st</sup>, and shall submit the same to the District prior to participation.

- A. The requirement of obtaining and submission of a physical examination will be in force each year a student participates in student athletics.
- B. Student athletes must also be covered by accident insurance prior to participation on any team. Student athletes may be eligible to purchase insurance through the "Kids Connection" program made available by the Nebraska Health and Human Services System. Insurance through "Kids Connection" is available for families whose income is 185 percent of the federal poverty level or below. Applications are available at all school offices and also the Student Services Department in the Don Stroh Administration Center. Student athletes who are not eligible for insurance through the "Kids Connection" program are eligible to purchase insurance made available by the District insurance program, "K-12 Student Accident Insurance" at [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com).

VII. Definitions.

- A. Student Athletics. Student athletics shall mean extracurricular school sponsored competitive interscholastic sports.
- B. Physician. Physician shall mean individuals who are licensed by the Department of Health and Human Services Regulation and Licensure such as:
  - 1. Medical Doctors (M.D.) who practice medicine and/or surgery; or
  - 2. Osteopathic Physicians (D.O.) who are also authorized to prescribe medications.
- C. Physician assistant. Physician assistant shall mean individuals who are licensed under Neb. Rev. Stat. Sections 71-1, 107.15 through 71-1, 107.30 to perform medical services under the supervision of a licensed physician.
- D. Advanced Practice Registered Nurse (APRN). Advanced Practice Registered Nurse shall mean individuals who are licensed and practicing under and in accordance with the Advanced Practice Registered Nurse Act.

## **POSSESSION AND USE OF MEDICATION**

- I. General Statement. Prescribed medication shall not be brought to school unless the written directions of a physician, physician assistant, or advanced practice registered nurse state that the prescribed medication must be taken during school hours or during school activities.
  
- II. Rules for all Medications.
  - A. Preschool, Elementary and Middle School Levels. The following rules shall apply to the use, application, and transportation of all medications at the preschool, elementary school, and middle school levels.
    1. Non-Prescribed Medication. A written authorization must be signed by the student's parents or guardian and filed with the school nurse or principal permitting the use of non-prescribed medication. Elementary students must turn in cough drops/lozenges to the school nurse. Middle school students may carry cough drops/lozenges with a parent permission note.
    2. Prescribed Medication. The student or the student's parents or guardian must provide the school nurse or principal with a written order of a physician, physician assistant, or advanced practice registered nurse that prescribes the type and amount of medication. A current prescription label will satisfy the requirements of this paragraph. In addition, a written authorization permitting the use of medication must be signed by the student's parents or guardian and filed with the school nurse or principal.
    3. Taking of Non-Prescribed and Prescribed Medication. The ingestion, taking, or application of non-prescribed and prescribed medications, including nebulizers, shall be performed under the direct supervision and observation of the school nurse, principal, or principal's designee, who shall have successfully completed a District competency assessment pursuant to the Medication Aide Act and applicable state rules and regulations, will be administered as directed on the manufacturer's label, as directed by the student's physician, physician assistant, or advanced practice registered nurse. The health professional or paraprofessional may assist a student with eye drops or ear drops if the school nurse or health room paraprofessional deems it appropriate or the student is unable to effectively administer such. If the student's parents or guardian have given written authorization, students will be allowed to possess and/or ingest glucose tablets as needed anywhere on school grounds.
    4. Homeopathic Substances, Herbs, and Vitamins. Homeopathic substances, herbs, and vitamins shall not be administered by school staff unless prescribed by a physician, physician assistant, or advanced practice registered nurse and dispensed by a pharmacist or other person authorized by law. Homeopathic substances, herbs and vitamins, whether prescribed or non-prescribed, shall be subject to the same restrictions and requirements as prescribed medications.
    5. Transporting Medications to and from School.
      - a. Preschool and Elementary Schools. In the preschool and elementary schools, students shall not be allowed to transport non-prescribed or prescribed medications to and from school with the exception of glucose tablets. Elementary school students may possess and use inhalers according to the provisions of Section II (E.1). Non-prescribed or prescribed medications must be transported by the student's parents or guardian or by an adult designated in writing by the parents or guardian, and must be delivered to the school nurse, principal, or the principal's designee.
      - b. Middle School. Middle school students will not be allowed to transport prescribed medications to and from school with the exception of glucose tablets. Middle school students may possess and use inhalers according to the provisions of Section II (E.1). Prescribed medications must be transported by the student's parents or guardian or by an adult designated in writing by the parents or guardian. Non-prescribed medications may be transported by middle school students to and from school but must be delivered to the school nurse, principal, or the principal's designee.
  
  - B. High School. The following rules shall apply to the use and application of medications at the high school level.
    1. Non-Prescribed Medication. No written authorization shall be required for non-prescribed medication. However, if a teacher, principal or school nurse observes frequent or inappropriate use by a student of non-prescribed medication, the school may require the following:
      - a. Written authorization by the student's parents or guardian permitting the possession and use of the non-prescribed medication; and/or
      - b. A written statement signed by a physician, physician assistant, or advanced practice registered nurse permitting the use of the non-prescribed medication.

2. Prescribed Medication. If prescribed medication is to be ingested, taken or applied, the following shall be required.
    - a. The medication shall be delivered in the original packaging to the school nurse, principal, or principal's designee;
    - b. A written authorization signed by the student's parents or guardian permitting the possession and use of the medication shall be filed with the school nurse or principal;
    - c. The school nurse or principal shall be provided with the written order of a physician, physician assistant, or advanced practice registered nurse prescribing the medication, and its dosage; and
    - d. The ingestion, taking or application of prescribed medication, including nebulizers, shall be performed under the direct supervision and observation of the school nurse, principal, or principal's designee, who shall have successfully completed a District competency assessment pursuant to the Medication Aide Act and applicable state rules and regulations, and as directed by the physician, physician assistant, or advanced practice registered nurse. If the student's parents or guardian have given written authorization, students will be allowed to possess and/or ingest glucose tablets as needed anywhere on school grounds and to possess and administer inhalers according to the provisions of Section II (E.1).
  
  3. Homeopathic Substances, Herbs, and Vitamins. Homeopathic substances, herbs, and vitamins shall not be administered by school staff unless prescribed by a physician, physician assistant, or advanced practice registered nurse and dispensed by a pharmacist or other person authorized by law. Homeopathic substances, herbs and vitamins, whether prescribed or non-prescribed, shall be subject to the same restrictions and requirements as prescribed medications.
  
  4. Transporting Medications to and from School.
    - a. High school students will be allowed to transport prescribed medications to and from school. Prescribed medications must be transported directly to the nurse's office with parental notification and instruction. High school students may possess and use inhalers according to the provisions of Section II (E.1).
- C. Administration of Injections. Only school nurses and school personnel who have been trained to administer the Epi-Pen Or Glucagon and are giving injections in emergency life-saving situations may administer injections at school.
1. Glucagon Injections. If a student requires administration of Glucagon in an emergency diabetic attack, school personnel will call 911. The Glucagon will be provided by the student's parents or guardian. School personnel other than the school nurse may administer Glucagon injections only in emergency situations if they are trained by qualified personnel.
  2. Epi-pen Injections. Students may use/carry Epi-Pens without supervision or monitoring by the school nurse or principal. The Epi-Pen must be a prescribed medication and the school nurse or principal shall have received written permission from the student's parents or guardian as well as a physician, physician assistant, or advanced practice registered nurse. All other Emergency Epi-Pen injections that are given in response to an emergency should be given by a school nurse if available. Emergency medical personnel and the student's parents or guardian shall be called.
  3. Other Injections. If a student requires any injections during the school day, students may administer injections in the nurse's office or in an area designated by the principal or the principal's designee. Parents may request that a school nurse administer injections if the student is incapable of self-administration. Parents shall submit requests to the Director of Student Services.
- D. Record Keeping.
1. Authorization and Medical Directions File. The school nurse, principal, or principal's designee for each school shall keep a file which shall contain the following:
    - a. All authorizations required under this Rule;
    - b. All orders or instructions from a physician, physician assistant or advanced practice registered nurse;

- c. The dates that authorizations and/or orders of a physician, physician assistant, or advanced practice registered nurse are received; and
  - d. The date that medication is delivered to the nurse, principal, or principal's designee.
2. Daily Medication Documentation. In each school, a daily medication log shall be kept which shall contain the following:
- a. The student's name;
  - b. The type of medication the student is authorized to have;
  - c. The dosage or directions for ingestion, taking, or application of the medication;
  - d. The name of the person supervising the student who is taking the medication;
  - e. The time the medication is administered; and
  - f. Any refusal by the student to take and/or receive the medication.

E. Medical Information to be Provided to the District.

1. Medical Allergies, Seizures, and Susceptibility to Illness. If a student is either allergic to a certain medication or is prone to seizure or other illness, the student's parents, guardian, physician, physician assistant, or advanced practice registered nurse shall provide the District, in writing, with the following information on or by the first day of school:
- a. The name of the medications to which the student is allergic;
  - b. The serious illnesses to which the student is susceptible; and
  - c. If the student is susceptible to an illness, what steps are to be taken by school personnel in the event the illness occurs.
2. Injections for Medical Emergencies. If a student is required to receive an injection for a medical emergency, the student's parents, guardian, physician, physician assistant, or advanced practice registered nurse shall notify the school, in writing, and provide the following information on or by the first day of school:
- a. The name of the medication, its dosage, and
  - b. The method of administration (subcutaneous, intramuscular, intravenous, etc.).

F. Miscellaneous Provisions.

1. Inhalers. Students may use/carry inhalers without supervision or monitoring by the school nurse or principal. The inhaler must be a prescribed medication and the school nurse or principal shall have received written permission from the student's parents or guardian as well as a physician, physician assistant, D.O., or advanced practice registered nurse. This statement shall also include directions of appropriate inhaler usage. If school personnel observe a student using an inhaler in excess of the directions on the inhaler or with a frequency which would be considered unreasonable, it shall be reported to the school nurse or principal in which case the student's use of the inhaler shall be supervised by the school nurse or principal.
2. Containers. All medication shall be kept in its original container with its original label which describes the ingredients of the contents, recommended dosage, and appropriate warnings. The label must be legible and be written in English, or provide English translations.
3. Custody, Storage, and Disposal. All medication delivered to the school nurse or principal shall be stored in a container or refrigerator in the nurse's office, principal's office, or other area designated by the school principal. The storage area shall either be locked or under the control of a designated school employee. All prescription medication must be picked up before the last day of school. Any medication left behind will be discarded.
4. Quantity. No more than a thirty (30) day supply of prescribed medication shall be provided and delivered to the school by the student, student's parents or guardian, unless there is a written order by a physician, physician assistant, or advanced practice registered nurse requiring a greater supply.
5. Transfer to Other Students. Students are prohibited from transferring, delivering, or receiving any medication to or from other students. Violation of this subsection will authorize the confiscation of the medication by the District, and subject the students to discipline.

6. Finger Stick Blood Test. Students who have been taught finger stick blood tests shall follow those procedures that they have been taught. Parents of students who have diabetes, and students who have diabetes, should notify the school nurse or principal at the beginning of the school year that the student is diabetic, and should provide the school nurse or principal with all information required under this Rule. Students may administer the finger stick blood test in the nurse's office or any other area.

III. Student Discipline. If a student violates a provision of the rules for medication, the student shall be subject to discipline.

- A. In addition, where appropriate, the following people shall be immediately notified of a violation of this Rule:
  1. The school nurse, principal, or principal's designee;
  2. The student's parents or guardian; and
  3. The physician, physician assistant or advanced practice registered nurse prescribing the medication if deemed necessary.
- B. While notifications are being given, the student shall remain in the custody of the school nurse, principal, or principal's designee until necessary notifications have been made and until actions have been taken to eliminate any possible threat to the student or other students.
  1. If medications have been improperly dispensed or ingested by the student or other students, the student's physician, physician assistant, or advanced practice registered nurse shall be requested to give the proper medical directions to be followed by the school staff. Unless otherwise directed by the physician, physician assistant, or advanced practice registered nurse, the school nurse, and principal or principal's designee shall determine what action if any shall be followed to insure the student(s)' safety.
  2. If the physician, physician assistant, or advanced practice registered nurse cannot be reached and the school nurse or principal determines that an emergency exists, emergency medical personnel shall be immediately called. The parents or guardian shall be notified of any action being taken.

III. Definitions.

- A. Emergency medical personnel. Emergency medical personnel shall mean medical personnel that can respond to a medical emergency.
- B. Medication. Medication shall be broadly defined and shall include:
  1. All prescribed medications, over the counter and other non-prescribed medications, and all chemical substances, compounds, homeopathic substances, herbs, vitamins, and/or devices, which purport to aid in a person's health or well-being or are intended for use in the diagnosis, cure, mitigation, treatment, or prevention of diseases, or are intended to affect the structure or any function of the body; and
  2. Any device, instrument, apparatus, implement, machine, contrivance, implant, or other similar or related article, including any component part or accessory, which is prescribed by a physician, physician assistant, or advanced practice registered nurse and dispensed by a pharmacist or other person authorized by law.
- C. Physician. Physician shall mean individuals who are licensed by the Department of Health and Human Services Regulations and Licensure as:
  1. Medical Doctors (M.D.) who practice medicine and/or surgery; or
  2. Osteopathic Physicians (D.O.) who are also authorized to prescribe medications.
- D. Advanced practice registered nurse. Advanced practice registered nurse shall mean individuals who are licensed and practicing under and in accordance with the Advanced Practice Registered Nurse Act.

- E. Physician assistant. Physician assistant shall mean individuals who are licensed under Neb. Rev. Stat. §§ 38-2046 through 38-2055 to perform medical services under the supervision of a licensed physician.
- F. Qualified personnel. Shall mean people who have met an educational or legal requirement necessary to administer emergency injections.

#### **PANDEMIC PLAN**

According to the World Health Organization (WHO): "An influenza pandemic occurs when a new influenza virus appears against which the human population has no immunity, resulting in several simultaneous epidemics worldwide with enormous numbers of deaths and illness. With the increase in global transport and communications, as well as urbanization and overcrowded conditions, epidemics due to the new influenza virus are likely to quickly take hold around the world."

It is important to note that there are numerous variables pertaining to pandemics that cannot be determined. However, the Millard Public Schools Pandemic Plan includes a system to assist in managing the impact of an influenza pandemic, if one should transpire. The plan focuses on two main strategies which include, sustaining educational functions and reducing the spread of the virus within school facilities. Communication to schools from external sources regarding a pandemic virus and internal communications within the school are also addressed.

#### **ACCIDENTS**

In case of an accident at school, the student will be made comfortable and not moved until attended by District personnel who have been trained in first aid. The principal or the school health professional will be notified. Emergency first aid will be administered by District personnel who have been trained in first aid, and parent(s) or guardian(s) will be notified. If the school is unable to reach a parent/guardian, emergency phone numbers will be used. 911 will be called immediately when in the judgment of the principal, the school nurse, or a staff member trained in first aid, determines the injury requires the attention of emergency medical personnel. District personnel will remain with the student whenever practical until relieved or excused by emergency medical personnel. Emergency medical personnel are dispatched by city or county officials according to the location of the school, and are usually required to take patients to the nearest hospital. The schools have no control over these decisions. Law enforcement officials will be notified, if deemed appropriate and in all cases involving injury caused by vehicles.

#### **ASTHMA/SEVERE ALLERGY ACTION PLAN**

- A. Increasingly, asthma is becoming a medical condition that is affecting students at school. With no prior notice, life-threatening asthma attacks or systemic allergic reactions (anaphylaxis) that leave only minutes to save a life could necessitate an emergency response by school personnel. To maximize the chances that such an emergency response will result in full recovery, trained designated school personnel will follow the Asthma/Anaphylaxis Intervention, Resources and Education (AIRE) Nebraska procedures.
- B. A Student Asthma/Allergy Action Plan Form must be completed and signed by a physician, physician assistant, or advanced practice registered nurse. The Action Plan Form must also be signed by a parent. The Action Plan Form will provide information about the severity of the asthma condition, medication needed, and what triggers attacks.
- C. Epi-pens and nebulized Albuterol can be administered in emergency conditions to students in life-threatening situations by approved staff members who have been trained to administer these drugs. Emergency supplies may not be used for routine medication purposes. 911 will be called with the administration of an Epi-pen.
- D. Epi-Pens and nebulizers for emergency use will be distributed to every school within the District. Each District school will have Epi-Pens and nebulizers readily accessible in the health room or other designated area; these medications will be secured in a manner approved by the Director of Student Services to prevent unauthorized access.
- E. Standing orders for District emergency supplies of Epi-Pens and albuterol will be signed by at least one (1) physician from the District's Medical Advisory Committee.
- F. Selected school personnel will be trained by qualified personnel to administer emergency nebulized albuterol and Epi-Pen injections under the supervision of the registered school nurse.
- G. Parents, guardians, and emancipated students will be notified on the District's Emergency Health Form that Epi-Pens and nebulizers may be administered to students for life-saving purposes.

- H. If parents, guardians, and emancipated students are aware of any medical condition that causes an Epi-Pen or nebulizer to be dangerous to a student, they should indicate on the Emergency Health Form the exact nature of the danger, and provide the District with the name and address of the medical provider who has made this determination.

## **HOMEMADE FOODS**

All food brought into the District for classroom use (i.e. parties, birthdays, general treats, etc.) must be store bought, unopened, and include an ingredient label on the package. However, some course curriculums may include projects that involve Student or Parent prepared foods made at home. In order to help ensure student health and safety please consult school administration for approval.

## **DIABETES**

- I. Planning and Communication
- A. The parent(s)/guardian(s) will complete the Health Emergency form indicating the student is diabetic.
  - B. A meeting will be held with the parent(s)/guardian(s), school nurse, health paraprofessional, the teacher(s), the student and any other staff deemed appropriate:
    - 1. To identify the health care services the student may receive at school relating to such condition.
    - 2. Share information provided by the physician.
    - 3. Review the physician's instructions.
    - 4. Determine any specific procedures unique to that student.
    - 5. Discuss parental/staff concerns.
    - 6. Decide which basic care procedures the parent will assume responsibility for and which procedures school personnel will be responsible.
    - 7. Develop a care plan, and distribute copies to parents and staff.
    - 8. Discuss training requirements.
- II. Treatment and Management
- A. Parents are responsible to provide the schools with diabetic supplies except for the sharps container that will be supplied by the District.
  - B. Students may carry their diabetic testing kits (must be in an enclosed case) with them at school.
  - C. Finger Stick Blood Test. Students who have been taught finger stick blood tests shall follow those procedures that they have been taught. Parents of students who have diabetes, and students who have diabetes, should notify the school nurse or principal at the beginning of the school year that the student is diabetic, and should provide the school nurse or principal with all information required under this Rule. Students may administer the finger stick blood test in the nurse's office or any other area.
  - D. Students may perform the finger stick test in the classroom. The parent(s)/guardian(s) must notify the school in writing if they wish the student to test in the classroom. Procedures for testing in the classroom:
    - 1. A specific place will be designated in the classroom by the principal.
    - 2. A sharps container will be provided by the school and kept locked away by the teacher when not in use.
    - 3. The student is responsible for disposal of sharps and test strips in the sharps container.
    - 4. The meter kit is to be closed and put away when not in use and the testing area will be clean of contaminates.
    - 5. The principal will inform parents if the student repeatedly violates procedures, and if necessary, suspend classroom-testing privileges.
  - E. Students who self-manage diabetic care without the oversight of the school nurse shall be responsible for communicating test results to parent(s)/guardian(s). Treatment based on results is to be determined by students and parent(s)/guardian(s).
  - F. The school and its employees and agents are not liable for any injury or death arising from a student's self-management of his or her diabetic condition.
  - G. Snacks in the classroom.
    - 1. Students will have the option to bring peanut-safe snacks and consume them in the classroom.
    - 2. Students will not be required to bring or consume snacks if it interferes with the student's established diabetic care routines.
  - H. Diabetic children who use school transportation.
    - 1. The parent(s)/guardian(s) will inform the bus driver that their child has diabetes.
    - 2. The parent(s)/guardian(s) will give the bus driver a packet that includes information on diabetes in general and specifically includes signs and symptoms. They will also furnish snacks if needed.
  - I. Diabetic students on field trips.
    - 1. No student will be prohibited from going on a field trip because of diabetes.
    - 2. Personnel trained in the student's diabetic care will accompany the student if the parent cannot.
    - 3. The parent(s)/guardian(s) is responsible for providing the glucagon medication if it is needed.
    - 4. The parent(s)/guardian(s) may give written permission for the student to go on a field trip without glucagon.

5. The parent(s)/guardian(s) or other person deemed appropriate is encouraged to accompany their diabetic student on a field trip.
  6. The care plan must specify how field trips will be handled.
- J. Insulin Injections.
1. Insulin injections should not be given around other students.
  2. The administration of insulin injections is managed by the school nurse and communicated to the building principal.
- K. Glucose Tablets.
1. Students may carry and take glucose tablets anywhere in school if the parent has provided written permission for the student to do so.
- L. Insulin Pumps.
1. Training and materials on insulin pumps will be provided at the initial meeting with staff and parent(s)/guardian(s).
  2. Teachers should be informed that the student has an insulin pump.
  3. Students will be allowed to maintain the insulin pump in the classroom, if needed.
- III. After School Activities
- A. The parent(s)/guardian(s) are responsible for management of the student's diabetes during after-school activities.
- B. Activity sponsors and coaches will be informed of diabetic students who are participating in their after-school activity. The parent(s)/guardian(s) will provide the care plan to sponsors/coaches. If needed, the sponsor/coach or trainer will hold testing kits and other necessary supplies for diabetic students.

#### **AUTOMATED EXTERNAL DEFIBRILLATORS**

Cardiac arrest is always a threat for students, staff, or visitors to our schools and when it occurs, can leave only minutes to save a life. To maximize the chances that emergency response will result in full recovery, Automated External Defibrillators (AEDs) will be placed in each school, and trained designated school personnel will use AEDs according to procedures that have been approved by the Director of Student Services or designee. AEDs will not be taken on field trips or other activities away from the school building unless an extra AED is solely dedicated for that purpose, the AEDs absence does not affect coverage at school, and the AED is under the constant direct supervision of a staff member trained in its use.

#### **HEAD LICE ALERT**

Millions of American school children will have head lice sometime this year. Since this is a definite concern among parents/guardians, the following facts are presented.

Head lice are small but annoying insects, which spend most of their approximate two-month life span on a person's scalp. Itching is the most common symptom of lice infestation. The best way to confirm a lice infestation is to look for nits (lice eggs, which are teardrop in shape and about 1/32 of an inch long). Close examination of the hair, especially at the nape of the neck and above the ears, may reveal the small grayish-white eggs. Each egg is attached to a hair shaft a short distance from the scalp. These nits can sometimes be mistaken for dandruff. However, nits cannot easily be brushed away like dandruff because lice attach nits to the hair shafts with a waterproof like substance.

Although head lice infestation is normally not considered a serious medical condition, it is a nuisance that can be very upsetting, causing undue anxieties for many families. Head lice can happen to anyone, it is not a sign of having poor health habits or being dirty.

Proper treatment is most effective in ridding head lice from the scalp. If lice/nits are found/suspected by a parent in their child's hair, the parent is encouraged to contact their family physician or pharmacist for treatment at their expense.

Students who have live head lice will be sent home until live head lice are eliminated. Upon returning to school, students will be inspected by the health room staff to insure that live head lice do not remain. Students must be nit free before returning to school after having been sent home for the third time for live head lice infestation.

#### **SCHOOL HEALTH ROOMS PROVIDE LIMITED SERVICES**

All of the District's schools include a health room through which limited health services are provided. Primary services include maintenance of students' health records; vision, hearing, dental and minor first aid services. Students who must take prescription medications at school are also monitored through the health rooms. Health room personnel check to ensure students are vaccinated and that parent's obtain the physical examinations for students as required by state law or that they sign waivers indicating they do not want their students examined.

Most days health rooms are staffed by paraprofessionals who have received certified First Aid training, asthma/ anaphylaxis and CPR/AED training. Most of these paraprofessionals have clerical duties in addition to their health room responsibilities. A registered nurse generally spends one (1) day a week in each elementary school, three (3) days a week in each middle school, and every day in each high school to provide supervision of the health services provided.

Health room staff does not diagnose diseases or illnesses, but they do report signs and symptoms of health problems to parents and encourage them to have their children seen by their own family health care providers for diagnosis and treatment. Please remember, the health room is not meant to be used in place of family health care providers.

#### **CHILD HEALTH & WELFARE REPORTING**

According to law, school employees and all other persons are required to notify Child Protective Services and law enforcement officials if they believe a student has been subjected to abuse or neglect. The school cooperates in the investigation of such cases.

#### **STUDENT HEALTH INSURANCE**

A law passed in 1998 requires that schools provide "Kids Connection" information to all families in the school district. This program which is governed by the Department of Health and Human Services provides eligible students, who are uninsured, health care coverage. Health care through "Kids Connection" will be available for families whose income is 185 percent of the federal poverty level or below. The program is designed to provide routine, preventive health care and basic hospitalization of students needing coverage. For students who are not eligible for insurance through the "Kids Connection" program, the District has a group pupil accident insurance plan available for purchase through, "K-12 Student Accident Insurance" at [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com).

#### **STUDENT TRANSFER**

##### **K-12 TRANSFER OF STUDENTS WITHIN THE DISTRICT (5110.1)**

- I. K-12 Within-District Transfers
  - A. A parent of a Kindergarten through twelfth grade student who is currently enrolled in the District may submit a request to have his/her student attend a different school or special program during the current or next school year. Such requests shall be made in accordance with the following procedures.
- II. Student Eligibility for Within-District Transfers
  - A. Any K-12 student whose parents reside in the District attendance area.
  - B. Any K-12 student who is currently attending the District under Option Enrollment.
  - C. Any K-12 student who has been accepted into a specific building under the Open Enrollment provision as long as the request is for the subsequent year in which enrollment was granted.
- III. Limitations and Restrictions on Student Eligibility
  - A. Students will not be allowed to transfer to another school during suspension or expulsion. A student's disciplinary record will be considered and students with extensive disciplinary records will not be considered for transfer unless it is determined to be in the best interests of the student or the school.
  - B. The within-district transfer policy will not apply to or alter a student's mandatory reassignment.
  - C. If the student is in a special education program, the approval recommendation of the Director of Special Education will be based upon the student's individualized education program and educational needs; class size; related service needs; transportation arrangements as may be required by law; the allocation of specially trained staff and personnel; facility issues; and the allocation of equipment or materials necessary to provide an appropriate education program.
  - D. If the student receives ELL services, the recommendation of the Superintendent or designee will be based upon the student's educational needs and the allocation of specially trained staff and personnel.
- IV. Conditions of Transfers

- A. Student Withdrawal from Special Program: Any student approved for a within-district transfer to attend a special program in the District who subsequently withdraws from participation in such program shall have his/her within-district transfer approval revoked. Such student shall be reassigned to the school he/she would have attended if the within-district transfer had not been approved.
  - B. Students of parents who move from one school's attendance area to that of another within the District during the school year may continue attending the original school for the remainder of the current school year and start attendance at the assigned school with the commencement of the next school year. If the parents want their student to remain at the original open school and complete the grades there, they may apply for a within-district transfer. Parents may not request a within district transfer for their student to remain at the original school if it is identified as a closed school.
  - C. Once a student is transferred to a particular school, the parents need not re-apply unless they want the student to transfer back to the student's home school or to another school at the same level (elementary school, middle school, or high school) in the District.
  - D. Within-district transfers are only for the educational level (elementary school, middle school, or high school). As the student moves from elementary into middle school or from middle school into high school, another within-district transfer must be filed. If not, the student will attend their assigned school.
  - E. The Superintendent or designee may reassign a student should it be determined that circumstances justify such reassignment.
  - F. Once a transfer is approved, every effort will be made to make the transfer permanent; however, the District reserves the right to reassign transferred students back to their home school.
  - G. Unless special safety, health, or program issues are involved, no student will be granted more than one transfer per school year.
- V. Transportation
- A. Transportation for students who transfer within the District must be provided by the student's parents or legal guardian unless as otherwise required by law.
- VI. Within-District Transfer Applications
- A. A Within-District Transfer Request Form should be completed and returned to the Office of Student Services.
  - B. Students who desire to attend a special program may be required to complete a Within-District Transfer Form in the event that a program waitlist is necessary.
  - C. Only one Within-District Transfer Request Form may be completed at any given time for an individual student.
- VII. Determination of Schools Open to Within-District Transfers
- A. The Superintendent or designee will recommend which schools, programs, grades or classes are to be considered open to within-district transfers.
  - B. The Superintendent or designee will base recommendations on available space, curriculum, class size, personnel and staffing requirements, facility issues, the allocation of equipment and materials, and anticipated growth for the school, program, grade, or class.
  - C. The Board will approve annually any schools, programs, grades or classes that are to be open to within-district transfers.

VIII. K-12 Within-District Transfer Requests for the Subsequent School Year

A. Application Timeline

1. Applications Open: Parents may submit applications for within-district transfers to the Office of Student Services any time after September 1 of the year preceding the school year in which the transfer would take effect if approved.
2. Applications Deadline: Applications for within-district transfers must be delivered by U.S. mail postmarked on or before February 15 of the preceding school year or by personal delivery, received no later than 5:00 p.m. on February 15 of the preceding school year. Applications must be completed by the parent, legal guardian or emancipated minor student.
3. The application period for within-district transfers will re-open after the open enrollment application process is completed. Within-district transfer applications will be accepted on a first come-first serve basis.

B. Approval Process

1. Applications for within-district transfers will be approved for a specific building or program based upon the order outlined in Section VIII (C) below.
2. If requests for within-district transfers exceed capacity, a random drawing in the order outlined in Section VIII (C) below will determine which applications are approved.

C. Order of Approval

1. School Attendance Area Students
  - a. Special Programs by Grade
2. Other District Resident Students
  - a. Millard Resident Siblings
  - b. Special Programs by Grade
  - c. Regular Program by Grade
3. Non-Resident Open Enrollment Students
  - a. Special Programs by Grade
  - b. Regular Program by Grade
4. Non-Resident Option Enrollment Students
  - a. Special Programs by Grade
  - b. Regular Program by Grade
5. All other Non-Resident Students
  - a. Special Programs by Grade
  - b. Regular Program by Grade

D. Notification to Parents: The District shall notify the parents of the approval or denial of their student's request for within-district transfer on or before March 1 of the preceding school year.

E. Acceptance by Parents: After receiving notification of approval of a within-district transfer, the parent shall accept such transfer in writing by completing the District's enrollment process for the student on or before noon on March 10 (or noon the following Monday if March 10 is on a weekend) of the preceding school year.

IX. K-12 Within-District Transfers for the Current School Year

A. Parents may submit applications for within-district transfers for the current school year to the Office of Student Services after the first day of school and prior to January 15 of the current year.

B. The Superintendent or designee will determine whether the transfer request will be granted or denied after considering the following factors:

1. The reasons for the within-district transfer request.
2. The time of year the transfer request is made.
3. Personnel and staffing requirements, building or program capacity, curriculum, and facility issues affecting the building to which the student wishes to transfer.
4. The student's educational program including, but not limited to, course credits and graduation requirements.

C. The District shall notify the parents of the approval or denial of their student's request for within-district transfer.

X. Extenuating Circumstances.

- A. The Superintendent may in his/her discretion allow students to transfer to closed schools when extenuating circumstances warrant.
- B. The Superintendent may in his/her discretion determine that transfer order of approval for certain schools be prioritized for relieving overcrowding.

XI. Special programs shall mean the District's Core Program, Montessori Program, and International Baccalaureate Programmes.

Related Policies and Rules: [5110](#)

Legal Reference: Neb. Rev. Stat. §§79-520 and 26

Rule Approved: October 5, 1992

Revised: January 8, 1996; March 17, 1997; February 16, 1998; September 11, 2000; March 3, 2003; March 6, 2006; January 8, 2007; October 19, 2009; December 7, 2009; January 11, 2010; November 21, 2011; April 16, 2012; June 4, 2012; November 5, 2012; October 20, 2014

Reaffirmed: June 1, 2009

### PROFESSIONAL QUALIFICATIONS OF TEACHERS

Parents may, upon request, receive information regarding the professional qualifications of the student's classroom teachers. The following information may be acquired:

- A. Whether the teacher has met state licensing criteria for the grade level(s) and subject area taught.
- B. Whether the teacher is teaching under emergency or provisional status through which state licensing criteria has been waived.
- C. The undergraduate degree major of the teacher, and any graduate certification degree held by the teacher, including the field of discipline of the certification or degree.
- D. If the child is provided services by paraprofessionals, their qualifications.

### REPORTING TO PARENTS/GUARDIANS

**Academic Progress.** Parent notification about unsatisfactory student academic progress is the responsibility of the teacher. The progress report shall reflect the educational growth of the student in relationship to his or her ability and achievement. This responsibility is to be carried out as follows:

- A. At the end of the first four (4) weeks of each quarter or the midpoint of each marking period, parents/guardians of students doing failing or near-failing work are to be notified in writing by the teacher with a copy of this information given to the counselor or principal. For students attending middle schools that operate with hexters, those parents will be notified every three weeks or as determined by the building principal.
- B. At least two (2) weeks before the end of each marking period if failing or near failing work persists, the teacher should again give written notice to the students' parents/guardians concerning the students' unsatisfactory work with a copy of this information given to the counselor or principal.

Parent-teacher conferences are held at least twice a year. However, parents/guardians should feel free to call their child's teacher or principal for an additional conference at any time during the year.

Parents/guardians will be notified of their scheduled conference time. Conferences are designed to inform parents/guardians of their child's progress, and to give parents/guardians an opportunity to ask questions about their child's work and the school program.

**District Assessments.** District assessments are reported to students and parents/guardians according to the District's timeline. By Board policy, achieving mastery levels in reading, math, writing, science and social studies at the high school level are required for graduation.

### STUDENT RECORDS

Parents, guardians, and eligible students have the right to consent to disclosures of student records and personally identifiable information contained in the student's educational records, except to the extent that federal and state statutes and regulations, and District rules, authorize disclosure without consent. Among other things, consent is not required for the release or

disclosure to school officials, including District teachers, who have been determined by the District to have legitimate or lawful educational interests, including the educational interests of the student for whom consent would otherwise be required. Legitimate educational interests are either a direct involvement whether for reasons of testing, analyzing, teaching, disciplining, evaluating or similar involvement in the education of the student or that a school has to review and educational record in order to fulfill his or her duties. The District and/or the school has request and release forms available for use by parents, guardians, and eligible students.

Both parents (including the non-custodial parent) have the right of access to and copying of their child's student records unless the District has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes such rights.

To obtain access to a student's records, the following procedures must be followed:

- A. A written request or release form must be obtained and submitted to the building principal or principal's designee.
- B. The requested records shall be made available within forty-five (45) days of receipt of the request unless the request is denied.
- C. Within five (5) school days of receipt of the request, the principal or principal's designee shall notify the person making the request of the time and place for compliance with the request.
- D. Access shall be provided during regular business hours of the school day.
- E. A record of access shall be maintained and kept with the student's records and made available only to the student's parents/guardians and eligible student, to the school official and the school official's assistants who are responsible for the custody of such records, or other persons authorized by applicable law. Such record shall identify the party requesting or obtaining access to the student's records, and the legitimate or lawful interest that each such person, agency, or organization has in obtaining this information. Access by District personnel who have a legitimate educational interest in the record need not be recorded.

Students Attaining Age Eighteen or Postsecondary Enrollment. Once a student has attained eighteen (18) years of age or is attending an institution of postsecondary education, the permission and/or consent required of and the rights accorded to the student's parents/guardians shall be accorded to the student. If the student is disabled, the type and severity of the disability shall be taken into consideration before these rights are granted to the student.

Academic and Disciplinary Matters. All student records shall be maintained in a manner which separates academic and disciplinary matters. Disciplinary materials shall be removed and destroyed after a student's continuous absence from the District for a period of three (3) years unless otherwise provided for by applicable law. Nothing in this Rule shall prohibit the District from including appropriate information in the disciplinary record of any student concerning disciplinary action against such student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community; or disclosing such information to teachers and school officials in other schools who have legitimate educational interests in the behavior of the student.

#### **FORWARDING OF RECORDS ON STUDENT TRANSFER**

A copy of the student's files or records shall be provided at no charge, upon request, to any public or private school to which the student transfers.

#### **DIRECTORY INFORMATION**

The District may publish in only the manners hereinafter provided, or may make available to the public in response to a request therefor, the categories of personally identifiable information which the District has specifically designated as directory information pursuant to 20 U.S.C. §§ 1232g(a)(5)(A) and (B), without the prior written consent of parents. Such directory information for a student shall not be published and shall not be made available to the public in response to a request therefor, if the student's parents, guardians, or the eligible student him/herself, present to the school principal a written and signed request, not to publish or not to make available to the public in response to a request therefor, such directory information without the parent's, guardian's, or the eligible student's prior consent. The principal must receive the written and signed request by no later than the last Friday in September, preceding the upcoming school year.

- A. The directory information which, pursuant to 20 U.S.C. §§1232g(a)(5)(A) and (B) the District designates for the purpose of making available to the public in response to a request therefor, only includes students' names.
- B. The directory information which, pursuant to 20 U.S.C. §§1232g(a)(5)(A) and (B) the District designates for the purpose of publishing in only the manners hereinafter provided, includes the student's name, address, telephone number, e-mail address, date and place of birth, major field of study, current grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of

attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photographs, and other similar information.

- C. The directory information designated in the immediately preceding paragraph may be published by the District in only the following manners:
  - 1. In accordance with District Rule 5710.1 (IV).
  - 2. In District publications and materials, which are associated with District and/or student activities and events, including, but not limited to, yearbooks, annuals, newsletters, newspapers, activity and event programs, community communications, parent communications, student communications, and notices.
  - 3. In District press or media releases.
  - 4. In accordance with District Rule 7305.1(II) (D) regarding web publishing and directory information.
  - 5. To District agents or contractors, or to District-affiliated organizations the purpose of which is to enrich or supplement the educational, instructional, curriculum, or administration programs of the District.
  - 6. To government agencies and other educational institutions.
- D. Military recruiters and institutions of higher education shall be provided on request, with access to secondary school students' names, addresses, and telephone numbers as required by 10 U.S.C. §503c and 20 U.S.C. §7908. A secondary school student's name, address, and telephone number shall not be released to such military recruiters or institutions of higher education, if the student or the parent of the student present to the school principal a written and signed request, not to release such information without their prior written consent. The principal must receive the written and signed request no later than the last Friday in September, preceding the upcoming school year.

#### **RECORD AMENDMENT PROCEDURES**

Parents or eligible students may request a hearing to challenge the content of the student's records in order to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein and to insert into such records a written explanation by the parents regarding the contents of such records. The following procedure shall be followed:

- A. The proposed correction or deletion shall first be presented in writing, to the principal or designee. The principal or designee shall meet with all parties concerned within five (5) school days of the receipt of the request. Within three (3) school days of the meeting, the parties involved shall be notified in writing of the principal's decision, and of the right to a hearing if they disagree.
- B. If the parties involved are dissatisfied with the decision rendered by the principal, they can, within ten (10) school days of receipt of the written decision of the principal, present the challenge to the Superintendent or Superintendent's designee. The Superintendent or Superintendent's designee shall hold a hearing with all parties concerned within five (5) school days of the receipt of the request. The parents or eligible student shall be notified two (2) days prior to the hearing of the date, time, and place of the hearing. The hearing will be conducted by any individual who does not have a direct interest in the outcome of the hearing. All persons attending the hearing will keep confidential the information contained in the student records.
- C. Within three (3) school days following the hearing, the Superintendent or Superintendent's designee shall render a decision and send notice thereof in writing to the parties involved which will comply with the following:
  - 1. If it is determined that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the record will be amended accordingly and the parents or eligible student shall be provided with a copy of the written amendment.
  - 2. If it is determined that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the parents or eligible student shall be informed of their right to place a statement in the record commenting on the contested information and/or stating why there is disagreement with the Superintendent's decision.

Parents/guardians or eligible students also have a right to reasonable requests for explanations and interpretations of student records.

Federal law permits a parent/guardian or eligible student to file a complaint with the Family Educational Rights and Privacy Act (FERPA) Office concerning alleged failures of the District to comply with the federal regulations governing disclosure of student records. The address of the FERPA Office may be obtained from the office of the Director of Student Services.

Copies of District Policy and Rule regarding student records may be obtained by contacting the office of the Director of Student Services, 5606 South 147th Street, Omaha, NE 68137. Photocopying cost for parents, guardians, or eligible students who desire copies of student records is set by District Rule.

## **RIGHTS OF NON CUSTODIAL PARENTS TO SCHOOL INFORMATION**

This is a summary of the District's Rule 5730.1, regarding the rights to school information of parents who do not have custody of their children:

### **School Records**

Non-custodial parents shall have the same right of access to their child's student records and contact with their child as custodial parents unless restricted by District policy or rule or by law or court order. Upon request, non-custodial parents shall be entitled to exercise all parental rights regarding student records, including the right to request that the records be forwarded to other parties, unless restricted by law or court order.

### **Conferences and Information**

Non-custodial parents shall have the same right as custodial parents to attend regularly scheduled teacher conferences, IEP conferences, and to obtain copies of records of conferences unless the non-custodial parent is restricted by law or court order. If divorced or separated parents request separate teacher conferences, the principal shall have the discretion to grant or deny such a request. Non-custodial parents shall also have the same rights as custodial parents in obtaining general notices such as menus, parent organizations, announcement of teacher conferences, and school pictures.

### **Other Contacts**

During or after the school day or school activity, children will be released only to the custodial parent or to law enforcement officers unless the custodial parent has granted permission for children to be released to someone else. If custody has not been decided, the student may leave with either parent unless a court order to the contrary has been provided.

**District participation in surveys.** The District will conduct all surveys of students required by law. The District will also participate in surveys of students conducted for educational purposes or which are reasonably related to the same.

**Protections of personal information and student privacy.** No surveys shall be conducted which require the disclosure of personally identifiable information unless the survey is required by law, District Policy, or Board authorization. Survey results shall not disclose personally identifiable information unless such disclosure is required by law, District Policy, or Board authorization.

**Notification and consent.** No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the students or the student's family; sex behavior or attitudes; illegal, antisocial, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or which originates outside the District, without the prior written consent of the parent or without the prior consent of the student if the student is an adult or an emancipated minor. The District shall provide for reasonable notice of the adoption or continued use of this Rule directly to the parents of students enrolled in the District at least annually at the beginning of the school year, and within a reasonable time after any substantive change in this Rule. The District shall directly notify the parents of students at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such surveys are scheduled or expected to be scheduled.

**Right to inspect surveys and to opt out.** The parents of District students have the right to inspect any survey before the survey is administered or distributed, including all instructional materials, teacher's manuals, films, tapes, and other supplementary materials which will be used in connection with any such survey. A parent shall be provided reasonable access to a survey within a reasonable period of time after a request to inspect is received. Parents, adult students, and emancipated students, may opt out of participation in any such survey by not providing the required prior consent, or by revoking any previously provided consent.

**Personal information for marketing or sale.** The District does not collect, disclose, or use personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose. The District may engage in the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to:

- A. Students;
- B. Educational institutions, such as college or other post-secondary education recruitment; book clubs, magazines, and program providing access to low-cost literary products;
- C. Curriculum and instructional materials used by elementary and secondary schools;

- D. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments; and
- E. The sale by students of products or services to raise funds for school-related or education-related activities; or student recognition programs.

**STUDENT FEES**

**CURRICULUM, INSTRUCTION, AND ASSESSMENT STUDENT FEES (6750.1)**

Pursuant to Policy 6750 and Neb. Rev. Stat. §79-2,135 *et seq.*, the District may, and hereby does, require and collect fees or other funds from or on behalf of District students or require District students to furnish or provide, supplies, equipment, or attire as provided for herein below.

- I. Elementary School Fees:
  - A. Extracurricular Activities \*
    - 1. All Clubs: Students pay a fee of up to \$30 (but not to exceed actual cost of conducting the club activities) for membership and activities in each club.
    - 2. All Clubs: Students pay a fee of up to \$15 (but not to exceed actual cost) for screen-printed club shirt.
    - 3. School will not fund competition beyond the state level.
    - 4. Choir: Students pay a fee of up to \$15 (but not to exceed actual cost) for screen-printed choir t-shirt.
  - B. Special Transportation
    - 1. §79-241 (option enrollment students): n/a.
    - 2. §79-605 (tuition students): n/a.
    - 3. §79-611 (students within 4 miles and open enrollment students): n/a.
  - C. Copies of Files/Records
    - 1. Students pay 10 cents per page.
  - D. Lost/Damaged Property
    - 1. Students pay for repair or replacement cost of property.
  - E. Before/After School
    - 1. Mini-Classes: Students pay up to \$60 per class, including materials (6-8 sessions, but not to exceed actual cost).
  - F. Summer/Night School \*
    - 1. District Summer School: Students pay up to \$155 (for no more than up to 3 instructional hours per day for 12 days).
    - 2. Building Level Summer School: Students pay up to \$3 per hour, including materials.
  - G. Breakfast/Lunch Programs \*
    - 1. Students pay for breakfast (i.e., current cost of breakfast \$1.45).
    - 2. Students pay for lunch (i.e., current cost of lunch \$2.65).
    - 3. Students pay for dinner (i.e., current cost of dinner \$2.85).
  - H. Non-Specialized Attire
    - 1. PE: Students provide tennis shoes.
    - 2. Art: Students provide a paint shirt.
  - I. Musical Instruments (Optional Courses, Non-Extracurricular) \*
    - 1. Band & Strings: Students provide their own instruments.

\* The requirements marked with an asterisk (\*) may be waived for students who qualify for free or reduced-price lunches.

- II. Middle School Fees:
  - A. Extracurricular Activities\*
    - 1. Montessori Immersion Experiences: Students pay up to a total of \$400 (but not to exceed actual cost) for up to four trips.
    - 2. School will not fund competition beyond the state level.
    - 3. Sixth Grade Outdoor Education: Students pay up to \$50.
    - 4. All Clubs: Students pay \$0 to \$140 (not to exceed the cost of conducting club activities) for membership and activities in each club.

5. Athletics: Students pay a \$50 participation fee for football. Students pay a \$40 participation fee for interscholastic sports. Students pay a \$25 participation fee for each intramural sport.
  6. All Sports: Students provide elastic waist shorts, t-shirt, socks, shoes and cold weather attire as needed.
  7. Football: Students provide appropriate athletic shoes.
  8. Volleyball: Students provide appropriate athletic shoes for use indoors only.
  9. Basketball: Students provide appropriate athletic shoes for use indoors only.
  10. Wrestling: Students provide appropriate athletic shoes for use indoors only.
  11. Track: Students provide appropriate athletic shoes.
  12. Other Requirements: Students who participate in athletics and/or the Cross Country Club are required to have a sports physical (except for intramural basketball/volleyball) and must be covered by health insurance. Health insurance is available through private carriers, or, for those who qualify, the State of Nebraska.
- B. Spectator Admission / Transportation
1. Students pay an admission fee to activities, not to exceed \$10 per person per event. The site administrator shall determine the admission charges to each "home" middle school event.
- C. Special Transportation
1. §79-241 (option enrollment students): n/a.
  2. §79-605 (tuition students): n/a.
  3. §79-611 (students within 4 miles and open enrollment students): Transportation for students whose residences are two miles or more from school is provided through Student Transportation of America at \$1.50 per trip (with the balance of the cost paid by the District).
- D. Copies of Files/Records
1. Students pay 10 cents per page.
- E. Before/After School
1. Mini-Classes: Students pay up to \$40 per class, including materials (6-8 sessions, but not to exceed actual cost).
- F. Lost/Damaged Property
1. Students pay for repair or replacement of property.
- G. Summer/Night School \*
1. District Summer School: Students pay up to \$155 (for no more than 3 instructional hours per day for 12 days – one course); \$400 (for 6 instructional hours per day for 12 days – two courses); \$134 for mini-courses (no more than 3 hours per day for 4 days for each mini-course).
  2. Middle School After-School Program: Students pay up to \$30 (for up to one hour per day for one week); up to \$60 (for 2 to 3 hours per day for one week).
  3. Summer Opportunities instruction for students, no more than \$150 (per opportunity per student).
  4. Transition Programs: \$10.
- H. Breakfast/Lunch Programs \*
1. Students pay for breakfast (i.e., current cost of breakfast \$1.65).
  2. Students pay for lunch (i.e., current cost of lunch \$2.85). A la carte selections vary in price.
  3. Students pay for dinner (i.e., current cost of dinner \$2.85).
- I. Non-Specialized Attire
1. PE: Students provide athletic shoes, elastic waist shorts, t-shirt, and cold weather attire as needed.
- J. Musical Instruments (Optional, Non-Extracurricular) \*
1. Band & Strings: Students provide their own instruments.
- K. Music Items (Extracurricular) \*
1. Swing Choir & Jazz Band: Students provide their own instruments and attire. Required performance attire will not exceed a cost of \$125.

\* The requirements marked with an asterisk (\*) may be waived for students who qualify for free or reduced-price lunches.

### III. High School Fees:

#### A. Extra-Curricular Activity

1. All Clubs: Students pay up to \$800 (not to exceed the cost of conducting club activities) for membership and activities in each club.

2. All Activities: Students pay a \$60 fee for participation in athletics and activities governed by the Nebraska School Activities Association (fee includes an Athletic Admission Ticket for "home" school events). (Journalism, Concert Choir, and Orchestra are excluded.)
  3. Curriculum Related Activities (i.e., Marching Band, DECA, VICA, FCCLA, Debate, Forensics, and FCS): The District does not fund competitive activities for students beyond the state level. Fundraising and/or donations must cover the cost of competition beyond the state level.
  4. Graduation Materials: Students purchase selected cap and gown.
  5. Drama Club: Students pay \$25 for supplies, materials, and services.
  6. Athletics, Cheerleading and Dance: Students are required to have a physical and must be covered by health insurance to participate. (Health insurance is available through private carriers, or, for those who qualify, the State of Nebraska.)
  7. All Athletics: Students provide elastic waist shorts, t-shirt, socks, shoes, towels and cold weather attire as needed.
  8. Football: Students provide appropriate athletic shoes and practice jersey.
  9. Volleyball: Students provide appropriate athletic shoes and knee pads for use indoors only.
  10. Basketball: Students provide appropriate athletic shoes for use indoors only and practice jersey.
  11. Cross Country: Students provide appropriate athletic shoes.
  12. Tennis: Students provide tennis racquet and appropriate athletic shoes and pay indoor court fees up to \$30 per season.
  13. Golf: Students provide golf clubs, golf bag, golf balls, and appropriate athletic shoes and pay range or green fees up to \$30 per season.
  14. Softball: Students provide softball glove, bat, appropriate athletic shoes, and colored socks.
  15. Baseball: Students provide baseball glove, bat, appropriate athletic shoes, and colored socks and pay indoor facilities fees up to \$30 per season.
  16. Soccer: Students provide shin guards, appropriate athletic shoes, and colored socks and pay indoor facilities fees up to \$30 per season.
  17. Wrestling: Students provide appropriate athletic shoes for use indoors only.
  18. Swimming: Students provide swimsuits, towels, goggles and fins.
  19. Track: Students provide appropriate athletic shoes.
  20. Dance Team/Cheerleading/Show Choir: Students purchase selected uniforms and pay fees to a summer camp.
  21. Intramurals: Students pay intramural fees, not to exceed \$25 (per intramural activity, per person), for intramural participation. The site administrator shall determine the fee for each intramural activity.
- B. Spectator Admission / Transportation
1. Students pay admission fees, not to exceed \$30 (per event, per person), to school activities. The site administrator shall determine the admission charges to each "home" high school event.
  2. Athletic Admission Ticket: Students pay \$40 for admission to all "home" high school athletic events (non-tournament competitions).
- C. Post-Secondary Education
1. Post-Secondary Education Costs: Students pay the cost of tuition and other fees only associated with obtaining credits from a postsecondary educational institution if the student chooses to apply for postsecondary education credit (i.e., = \$37.00 per credit hour for Metropolitan Community College (MCC), \$44.00 per course that does not require a MCC instructor, and up to \$48.00 per Early College course through MCC, \$250 per course at University of Nebraska –Omaha (UNO) University of Nebraska High School \$200 per course (online classes).
  2. Advanced Placement Exams Fees: Students may pay the cost of each exam (i.e., currently \$94 per exam) pending other available resources.
  3. International Baccalaureate Exams Fees: Students may pay for the cost of testing (i.e., currently approximately \$800 for two years of testing). Students pay IB Registration Fees (currently \$160)
- D. Special Transportation
1. §79-241 (option enrollment students): n/a.
  2. §79-605 (tuition students): n/a.
  3. §79-611 (students within 4 miles and open enrollment students): n/a.
- E. Copies of Files/Records
1. Transcript fee: Students pay \$5.
  2. Other Requests: Students pay 10 cents per page.

- F. Lost/Damaged Property
  - 1. Students pay for cost of repair or replacement of property.
- G. Before/After School
  - 1. Mini-Classes: Students pay up to \$40 per class, including materials (6-8 sessions, but not to exceed actual cost).
- H. Summer/Night School \*
  - 1. Summer School: Students pay \$175 (for 3 instructional hours per day for 24 days, 1 one-semester course); \$350 (for 6 instructional hours per day for 24 days, 2 one-semester courses); or \$140 (for 3 instructional hours per day for 14 days, non credit mini class).
  - 2. Summer Opportunities instruction for students - no more than \$40 (per opportunity per student).
  - 3. Night School: Students may pay up to \$170 for 5 credit semester offering for credit recovery courses only.
- I. Breakfast/Lunch Programs \*
  - 1. Students pay for breakfast (i.e., current cost of breakfast \$1.90).
  - 2. Students pay for lunch (i.e., current cost of lunch - \$3.25). A la carte selections vary in price.
  - 3. Students pay for dinner (i.e., current cost of dinner \$2.85).
- J. Parking Permit
  - 1. Students wishing to park in school lots during the school day must obtain a parking permit for \$35.
  - 2. Students who accrue parking lot violations during the school day may be charged up to \$10 per violation.
- K. Non-Specialized Attire
  - 1. PE: Students provide athletic shoes, socks, swimsuit, towel, elastic-waist shorts, t-shirt, and cold weather attire as needed.
  - 2. Lifeguarding: Students provide a CPR mouth guard.
- L. Musical Instruments (Optional, Non-Extracurricular) \*
  - 1. Band & Strings: Students provide their own instruments.
- M. Music Items (Extracurricular) \*
  - 1. Pep Band: Students provide a colored polo shirt (general description by band instructor).
  - 2. Band: Students may provide black or white leather shoes as generally described by band instructor.
- N. Air Force Junior Reserve Officer Training
  - 1. Students will purchase additions to their uniform (cords, ribbon holder, ribbons) not to exceed \$40.00 per year.
  - 2. Students will pay a uniform cleaning fee not to exceed \$135 per year.

\* The requirements marked with an asterisk (\*) may be waived for students who qualify for free or reduced-price lunches.

IV. Student Fee Fund:

- A. The District shall establish a Student Fee Fund, which shall be a separate fund not funded by tax revenue.
- B. All money collected from students pursuant to §79-2,127(1) (related to extracurricular activities), §79-2,127(3) (related to post-secondary education costs), and §79-2,127(8) (related to summer school and night school) shall be deposited into the Student Fee Fund. Money expended from such fund shall be for the purposes for which it was collected from students.

V. Waiver of Fees and/or Requirements:

- A. Students who qualify for free or reduced-price lunches under the USDA child nutrition programs may have fees and requirements waived for the following:
  - 1. §79-2,133 Related to participation in extracurricular activities.
  - 2. §79-2,131 Related to optional music courses and extracurricular music activities.
- B. Participating in a free or reduced-price lunch program shall not be required for students to qualify for a waiver of fees and/or requirements.
- C. Any qualified student desiring a waiver of fees and/or requirements shall complete and submit a Request for Waiver of Fees and/or Requirements form to the building principal (or his/her designee). Once the Request is processed, the principal (or his/her designee) shall inform the student as to whether the Request was approved or denied.

Legal References: Neb. Rev. Stat. §79-2,125 *et seq.*

Related Policies & Rules: [6750](#)

Rule Approved: July 15, 2002

Revised: April 21, 2003; July 21, 2003; May 17, 2004; June 6, 2005; April 17, 2006; April 23, 2007; April 21, 2008; April 13, 2009; November 2, 2009; February 15, 2010; April 5, 2010; September 7, 2010; March 21, 2011; July 11, 2011; May 7, 2012; May 20, 2013, July 1, 2013; May 5, 2014; May 4, 2015, May 2, 2016, May 1, 2017, May 7, 2018

### **FREE AND REDUCED PRICED MEALS PROGRAMS APPLICATION INFORMATION**

All principal's offices at Millard Public School District will have the current version of the Free and Reduced Priced Meals Program applications available in both English and Spanish from August before school begins through the entire school year. Parents/Guardians can apply at any time during the school year to see if their family qualifies for this program. Applications for households equal or less than 8 people are also available online at [www.mpsomaha.org](http://www.mpsomaha.org) under the Food Service link from early August (before school begins) and throughout the school year.

**FAMILIES:** Only one application should be completed for an entire family, even if there are children in more than one Millard school.

**FOSTER CHILDREN:** Foster parents need to fill out one application listing all foster children in their care. If a foster care-providing family also wants to see if their own family qualifies for the program they can list everyone living at their address, including all foster care children, on one application with all the household income information as well.

Original signatures are required on the applications (no faxes). Applications can be mailed or delivered to any Millard school office or can be sent to:

Millard Public Schools  
Food Service Department  
13906 F Street  
Omaha, NE 68137

If you have questions you can call the Food Service Office at (402) 715-1433 between 8:00 a.m. and 4:00 p.m., Monday through Friday.

### **Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.**

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov)

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for all applicants and recipients of the Child Nutrition Programs.

## **TECHNOLOGY**

### **INTERNET AND TECHNOLOGY USE GUIDELINES**

Internet Access is available to students in all District buildings. The goal of this service is to provide students with additional opportunities for accessing information and using curriculum resources throughout the school day.

The use of the Internet, the District's technology network, and computers is a privilege and must be consistent with educational objectives. It is the student's responsibility to access only authorized sites appropriate for educational purposes. Inappropriate use of the Internet, the District's technology network, or computers will result in the restriction or cancellation of those privileges and/or other disciplinary action.

The following are guidelines for Internet, Network, and Computer Technology usage:

1. The District may sponsor or work with a company to provide student email accounts for student usage. The identified company may provide students, along with an e-mail account, the opportunity to use blogs, message boards and other forms of electronic communication in a filtered/monitored environment.
2. Chat rooms, instant messaging, or news groups may be filtered for inappropriate content
3. The transmission of any material in violation of any Federal or state law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, messages, or pictures.
4. The use of obscene language or language that is intended to harass, insult, or attack others is prohibited.
5. Misuse of, damage to, and/or any attempt to access, hack, or circumvent District equipment settings and network protocol, including internet filtering is prohibited.
6. Accessing in another individual's folders, or files without permission is prohibited.
7. Use of another individual's username and/or password is prohibited.
8. Altering or deleting files, other than the student's own, is strictly prohibited.
9. Students may not use the network or other District technology for commercial purposes.

### **STUDENT PORTAL WEBSITE FOR STUDENT INFORMATION**

The Millard Public Schools is pleased to provide students with access to their own information as contained in the District's student information system (Infinite Campus). Available information includes: daily attendance, student schedules, grade book information, progress reports, and unofficial high school transcripts. All data are encrypted and secured. Students may access their information using District provided network usernames and passwords. The student portal may be found at <https://www.campus.mpsomaha.org/campus/portal/millard.jsp>. You may also download the Millard Public Schools mobile app by going to your app store and searching for Millard Public Schools.

**6th, 7th & 8th Grade – 1:1 Computer Information  
Computer Damage/Loss Cooperative Program**

**COVERAGE AND BENEFIT:** This program covers the computer equipment loaned to the student against all accidental damage. Total value will be determined by the District at the time of loss or damage. Computers that need repair due to accidental damage the participants of this program will be required to pay for 20% of the repair cost. To review repair costs as part of this program please visit the Millard Public Schools One-to-One website at <http://one-to-one.mpsomaha.org>.

In no case shall the total value of the device be greater than \$347.00. In the case of a total loss, the student will be responsible for no more than 20% (\$69.00). **In the event of the computer being reported LOST or STOLEN Millard Public Schools will require the student/parent to file a police report and submit a copy to the District.**

**EFFECTIVE AND EXPIRATION DATES:** This coverage is effective from the first day premium payment is received by the school through August 1, 2018 or the date at which the computer is returned in good working order to the school.

**PREMIUM:** The total premium cost is \$20.00 **per school year**. In the event of student withdrawal from the District prior to the end of cooperative agreement, premium costs will not be refunded.

**PROGRAM DESCRIPTION:** The Millard Public School District offers your student the opportunity to participate in this Computer Damage/Loss Cooperative Program. This program is designed to protect students and families in the event the loaned computer equipment is lost, stolen, or damaged. **Coverage is totally voluntary.** A separate application will be needed every school year.

<b>Parent Responsibilities</b>	<b>Student Responsibilities</b>
<p>Your son/daughter has been issued a laptop computer to improve and personalize his/her education. It is essential that the following guidelines be followed to insure the safe, efficient, and ethical operation of the computer.</p> <ul style="list-style-type: none"> <li>● I will supervise my son's/daughter use of the laptop computer while at home.</li> <li>● I will discuss our family's values, rules and expectations regarding the use of the computer and the internet while at home.</li> <li>● I will not attempt to repair the laptop computer.</li> <li>● I will report to the school any problems with the laptop computer.</li> <li>● I will make sure that my son/daughter recharges the laptop computer battery nightly.</li> <li>● I will make sure my son/daughter brings the laptop computer to school every day.</li> <li>● I agree to make sure that the laptop computer is returned to the school when requested by school officials and/or upon my child's withdrawal from Millard Public Schools.</li> <li>● Millard Public Schools is not responsible for providing home internet connectivity.</li> </ul>	<p>Your laptop computer is an important learning tool and is for educational purposes only. In order to take your laptop computer home each day, you must be willing to accept the following responsibilities.</p> <ul style="list-style-type: none"> <li>● When using the laptop computer at home, at school, and anywhere else I may take it, I will follow the policies of the Millard Public Schools - especially the student Code of Conduct - and abide by all local, state, and federal laws.</li> <li>● I will treat the laptop computer with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.</li> <li>● My laptop computer is my responsibility and will stay in my possession at all times.</li> <li>● I will not modify and/or add my software on the laptop computer,</li> <li>● I will honor my family's values, rules, and expectations when using the laptop.</li> <li>● I will not release personal information to strangers when using the laptop computer.</li> <li>● I will bring the laptop computer to school every day fully charged.</li> <li>● I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.</li> <li>● I will clean my laptop computer using procedures approved by the district.</li> <li>● I will not loan my computer to other students.</li> <li>● I will return the laptop computer when requested and/or upon my withdrawal from Millard Public Schools.</li> <li>● I will place the laptop computer in its protective case</li> </ul>

	when not in use or when it is being transported.
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