

"THE COUGARS"

2003-2004

LYONS-DECATUR NORTHEAST
JUNIOR/SENIOR HIGH SCHOOL
PARENT-STUDENT HANDBOOK

APPROVED BY THE LYONS-DECATUR NORTHEAST
BOARD OF EDUCATION

School Web Site www.lyonsdecaturschool.org

WELCOME BACK TO SCHOOL STUDENTS!

The school extends a warm welcome to each of you, both those returning and those who will be attending Northeast for the first time. We hope that you will make the most of the opportunity you have to further your education in our school.

**Lyons-Decatur Northeast Junior/Senior High School
Student Handbook 2003-2004 School Year**

Intent of Handbook:

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Lyons-Decatur Northeast. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations. If you have a question, please visit the handbook website or call the school to visit with the principal, guidance counselor, instructor, or leave a message with the office secretary.

The Northeast school system is dedicated toward being responsive to the educational needs, values and aspirations of our citizens and believes that the school has an important role in helping to improve the quality of living in our community and in our school environment.

Each student has a right to an education fitting his or her own needs, interests, and abilities. Through an individualized process, Northeast will provide the opportunities for each student to develop the values, attitudes, skills and knowledge necessary to become happy, self-confident, responsible, productive and contributing members of our society.

The faculty, staff, and I stand ready to assist each student with his or her educational and personal needs.

Alan Wiese, Secondary Principal
Grades 7-12

School Mission Statement:

The Board of Education, administration and staff are committed to providing an environment where every child can grow and learn in a positive environment.

Lyons-Decatur Northeast School

Mission Statement

The Mission of the Lyons-Decatur Northeast School is to provide a balanced education for all students, so that they can acquire the knowledge, skills, and attitudes of a caring, competent and responsible citizenry.

SCHOOL COLORS

MAROON, WHITE, AND GOLD

SCHOOL MASCOT

COUGARS

SCHOOL BOARD MEMBERS 2003-2004

John Bray, Joey Brehmer, Steve Cameron, Tracy Davis,
Kay Kellogg, Gloria Myers, Marvin Petersen, Trevor Preston
Board President, Mark Siecke

Goals and Objectives:

The goals and objective of the Lyons-Decatur Northeast Schools are to provide:

1. A curriculum broad enough, yet with sufficient depth, to allow education for all of the students;
2. Exploration of new and better means of education;
3. Effectiveness in all phases of the curriculum;
4. Ways and means to encourage professionalism among its staff members;
5. A total program, academic and extra-curricular activities, which will contribute to the life-long cultural, social, and leadership qualities of the student;
6. The means whereby the community can make use of its facilities;
7. A means to communicate with the public so as a better understanding of the schools and its needs exist;
8. A staff necessary to fulfill the above objectives; and,
9. Facilities necessary for the above objectives.

School Improvement 2003-2007

LYONS-DECATUR NORTHEAST
TARGET AREA GOAL SUMMARY SCHOOL IMPROVEMENT

Target Area: Reading

Target Area Goal: All students will improve reading and communication skills.

Target Area: Math

Target Area Goal: All students will improve math skills.

Target Area: Technology

Target Area Goal: All students will gain skills in the utilization and integration of existing and emerging technologies.

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LYONS-DECATUR NORTHEAST JR/SR HIGH STAFF

ADMINISTRATION

| | |
|---------------------------|-------------------------------------|
| Mr. F.J. "Butch" Forsberg | Superintendent |
| Mr. Alan Wiese | Secondary Principal/Activities Dir. |
| Mr. Darrell Peterson | Elementary Principal/Title 1 Coord. |

FACULTY

| | |
|--------------------------|------------------------------------|
| Mr. Doug Anderson | Athletic Director/Physical Ed |
| Mr. Kevin Anderson | Vocational Agriculture |
| Mrs. Ginger Bailey | Nurse |
| Mrs. Loretta Barada | Special Education |
| Mrs. Mary Jane Bell | Science |
| Mrs. Samantha Beutler | Media Specialist/Head Librarian |
| Mr. Floyd Brown | Social Studies |
| Ms. JoAnn Christoffersen | Special Education |
| Mrs. Norma Farrens | Business Education |
| Mrs. Regina Heideman | Math |
| Mr. James Jordan | Jr./Sr. High Chorus |
| Mr. Greg Kamp | Physical Education/Industrial Arts |
| Mr. Bruce Knaak | Math |
| Mrs. Rita Kraft | Art |
| Mr. Daniel Otto | English |
| Mr. Dwight Rose | J.H./H.S. Band Instructor |
| Mr. Michael Sack | Social Studies |
| Mrs. Kristie Sailors | Special Education |
| Mrs. Pat Sharp | Spanish/Language Arts |
| Mr. James Sherwood | Science |
| Mrs. Susan Sydow | Vocational Business Education |
| Mr. Paul Wantz | Secondary Guidance Counselor |
| Ms. JoHanna Wilson | English/Speech |

TEACHER ASSISTANT

| | |
|-------------------|-----------------------------|
| Mrs. Linda Warren | Secondary Library Assistant |
| Ms. Angie Dyer | Special Education Assistant |

OFFICE PERSONNEL

| | |
|---------------------|----------------------------|
| Mrs. Vicki Hankins | Superintendent's Secretary |
| Mrs. Jeri Dekker | Counselor's Secretary |
| Mrs. Wendy Phillips | Principal's Secretary |
| Mrs. Tina Ronnfeldt | Receptionist/Secretary |

MAINTENANCE & CUSTODIANS

| | |
|----------------------|----------------------------|
| Mr. Frank Bell | Maintenance Engineer |
| Mr. Terry Brizendine | Ass't Maintenance Engineer |
| Ms. Sandy Bunn | Custodian |
| Ms. Carla Robinson | Custodian |

COOKS

| | |
|----------------------|-----------|
| Mrs. Janell Petersen | Head Cook |
| Mrs. Janelle Collins | Cook |
| Mrs. Marsha Bonneau | Cook |
| Mrs. Sandy Viles | Cook |

BUS

| | |
|---------------------|------------------------|
| Ms. Shawnee Raymond | Bus Driver |
| Mrs. Wendy Phillips | Bus Driver, Substitute |

LYONS-DECATUR NORTHEAST SECONDARY SCHEDULE 2003 – 2004

“A” LUNCH = 11:43 AM TO 12:13 PM “B: LUNCH = 12:35 PM TO 1:05 PM

| PERIODS → | 8:15- 9:05 | 9:07- 9:57 | 9:59- 10:49 | 10:51- 11:41 | 11:43- 12:33 | 12:15- 1:05 | 1:07- 1:57 | 1:59- 2:49 | 2:51- 3:41 |
|---------------------------------|---|--|--------------------------|---|---|--|---|----------------------------------|--|
| TEACHER ↓ | 1ST | 2ND | 3RD | 4TH | 5TH (A) | 5TH (B) | 6TH | 7TH | 8TH |
| ANDERSON, D. Gym | ADV PE I ADV PE II | P.E 8 | PREP | ATHLETIC DIRECTOR | LUNCH SUPER. | NOON SUPER. | ELEM. PE | ELEM. PE | ELEM. PE |
| ANDERSON, K. AG ROOM | AG. 11 | AG. 12 | AG. 9 | PREP | LEADERSHIP LANDSCAPING | LUNCH | T – Sub Study Hall | AG 10 | AG 8 AG 8 |
| BELL, M. J. ROOM 106 | SCIENCE 7 | SCIENCE 7 | SCIENCE 9 | SCIENCE IV | LUNCH | SCIENCE 9 | EARTH / SPACE SCIENCE | LITERACY SKILLS S.H. | PREP |
| BEUTLER, S. ROOM 126 | LIBRARY | LIBRARY | LIBRARY | LIBRARY | LIBRARY | LUNCH | LIBRARY | LITERACY SKILLS | PREP |
| English Teach ROOM 305 | ENGLISH 7 | ENGLISH 7 | ENGLISH 11-12 | AMERICAN LITERATURE | LUNCH | ENGLISH 8 | ENGLISH 8 | PREP | LANGUAGE ARTS 8 LANGUAGE ARTS 8 |
| BROWN, F. ROOM 301 | GLOBAL STUDIES | ETHNIC STUDIES | PREP | AM HIST. 11 | LUNCH | AM. HIST. 8 | AM. HIST. 8 | STUDY HALL 108 | AM. HIST 11 |
| FARRENS, N. ROOM 122 | COMP APP 8 COMP AP P 8 COMP APP 8 | Word Processing / Computer Applications | PREP | PERSONAL FINANCE | LUNCH | Word Processing Computer Applications | APPLIED COMMUNICATIONS | ENTREPRENEURSHIP BUSINESS LAW | KEYBOARDING 7 KEYBOARDING 7 |
| HEIDEMAN, R. ROOM 304 | APPLIED MATH | TRANSIT ALG 9 | PRE-ALGEBRA 8 | PREP | LUNCH | MATH 7 | ALGEBRA I | ALGEBRA II | ALGEBRA II |
| KAMP, G. | PREP | HEALTH 8 (301) | PE 7 Gym | PE 9 Gym | STUDY HALL 108 | LUNCH | WEIGHT TRAINING Gym | WOODS I Shop | CONSTRUCT. Shop |
| KNAAK, B. ROOM 303 | GEOMETRY | GEOMETRY | PRE-ALGEBRA 8 | ADVANCED MATH | LUNCH | MATH 7 | STUDY HALL 108 | PREP | ALGEBRA I |
| KRAFT, R. ROOM 102 | ART 8 ART 8 ART 8 | ART II | ART I | PREP Elem Lunch Duty | | | | | |
| Music Teacher MUSIC ROOM 121 | ELEMENTARY MUSIC | H. S. CHORUS | PREP | JR HI CHR / S. H. 108 | LUNCH | ELEMENTARY MUSIC | ELEMENTARY MUSIC | ELEMENTARY MUSIC | ELEMENTARY MUSIC |
| ROSE, D. MUSIC ROOM 121 | PREP | ELEMENTARY BAND | ELEMENTARY BAND | JH BAND / S. H. 108 | MUSIC APPRECIATION I MUSIC APPRECIATION II | LUNCH | ELEMENTARY BAND | LESSONS | H.S. BAND |
| SACK, M. ROOM 306 | AMERICAN GOVERNMENT Rm. 108 | ECONOMICS | WORLD HISTORY Rm. 108 | CIVICS 7 | MODERN PROBLEMS I MODERN PROBLEMS II | LUNCH | CIVICS 7 | PREP | STUDY HALL 108 |
| SAILORS, K. ROOM 208 | SPEC. ED. | SPEC. ED. | SPEC. ED. | SPEC. ED. | LUNCH | SPEC. ED. | SPEC. ED. | SPEC. ED. | PREP |
| SHARP, P. ROOM 111 | READING 8 READING 8 READING 8 | SPANISH I | ENGLISH 12 | PREP | SPANISH II | LUNCH | SPANISH I | SPANISH II | YEAR BOOK / SPANISH TUTOR |
| SHERWOOD, J ROOM 107 | BIOLOGY | BIOLOGY | COMPUTER HARDWARE COORD. | SCIENCE 8 | PHYSICS | LUNCH | CHEMISTRY | SCIENCE 8 | PREP |
| SYDOW, S. ROOM 124 | ACCOUNTING I | ACCOUNTING II (D/L) | TECH COORDINATOR | D/L PREP | PREP | LUNCH | Word Processing / Computer Applications | TECH SYSTEMS | WEB PAGE TECHNICAL COORDINATOR |
| WILSON, J. ROOM 109 | SPEECH (109) SPEECH (109) | ENGLISH 9 | ENGLISH 11 | ENGLISH 10 | LUNCH | PREP | COMPOSITION I COMPOSITION II | ENGLISH 9 | ENGLISH 10 |
| WANTZ, P. ROOM 101 | GUIDANCE | GUIDANCE | GUIDANCE | GUIDANCE | GUIDANCE PREP | LUNCH | GUIDANCE | PREP PSYCHOLOGY 306 | ADOL SKILLS 7 th 306 ADOL SKILLS 7 th 306 |
| Distance Learning (Receive) 110 | | ACCT II College / Dual Credit [\$] | | Parenting 11-12 Adult Learning 11-12 | | | CALCULUS College [\$] | STATISTICS | |

LYONS-DECATUR NORTHEAST
2003-2004
ATHLETIC/EXTRA-CURRICULAR ASSIGNMENTS
AND CLASS SPONSORS

| | | |
|------------------------|-------------------|-------------------------|
| H.S. FOOTBALL | HEAD COACH | MR. K. ANDERSON |
| H.S. FOOTBALL | ASSIST. COACH | MR. BRANDT |
| H.S. FOOTBALL | ASSIST. COACH | MR. SACK |
| H.S. VOLLEYBALL | HEAD COACH | MS. WILSON |
| H.S. VOLLEYBALL | ASSOC. ASSISTANT | MS. KEOUGH |
| H.S. CROSS-COUNTRY | HEAD COACH | MR. BROWN |
| JR. HI. FOOTBALL | HEAD COACH | MR. KNAAK |
| JR. HI. FOOTBALL | ASSIST. COACH | MR. SATORIE |
| JR. HI. VOLLEYBALL | HEAD COACH | MR. PETERSON |
| JR. HI. VOLLEYBALL | ASSIST. COACH | OPEN |
| H.S. BOY'S BB | HEAD COACH | MR. KAMP |
| H.S. BOY'S BB | ASSIST. COACH | MR. KNAAK |
| H.S. GIRL'S BB | HEAD COACH | MR. SACK |
| H.S. GIRL'S BB | ASSIST. COACH | MS. KEOUGH |
| JR. HI. BOY'S BB | HEAD COACH | OPEN |
| JR. HI. GIRL'S BB | HEAD COACH | MR. PETERSON |
| H.S. BOY'S TRACK | HEAD COACH | MR. BROWN |
| H.S. GIRL'S TRACK | HEAD COACH | MR. D. ANDERSON |
| H.S. G-B TRACK | ASSIST. COACH | MR. KAMP |
| H.S. GOLF | HEAD COACH | MR. K. ANDERSON |
| JR. HI. BOY'S TRACK | HEAD COACH | MR. WILTSE |
| JR. HI. GIRL'S TRACK | HEAD COACH | MS. WILSON |
| BAND | DIRECTOR | MR. ROSE |
| CHORUS | DIRECTOR | MR. JORDAN |
| CHEERLEADERS | SPONSOR | MS. DYER |
| POM PON | SPONSOR | MRS. T. BREHMER |
| FBLA | HEAD SPONSOR | MRS. SYDOW |
| FBLA | ASSISTANT SPONSOR | MRS. FARRENS |
| FFA | SPONSOR | MR. K. ANDERSON |
| HONOR SOCIETY | SPONSOR | MR. WANTZ |
| ONE ACT/SCHOOL PLAYS | DIRECTOR | MR. OTTO |
| MOCK TRIAL | HEAD COACH | MRS. FARRENS |
| MOCK TRIAL | ASSISTANT COACH | MRS. HEIDEMAN |
| QUIZ BOWL | DIRECTOR | MR. WIESE |
| SPEECH | HEAD COACH | MRS. BEUTLER |
| SPEECH | ASSISTANT COACH | MRS. WARREN |
| STUDENT COUNCIL | SPONSOR | MRS. HEIDEMAN |
| YEARBOOK | SPONSOR | MRS. SHARP |
| 7 TH GRADE | SPONSORS | MRS. BEUTLER/MS. WILSON |
| 8 TH GRADE | SPONSORS | MRS. SHARP/MR. OTTO |
| 9 TH GRADE | SPONSORS | MRS. FARRENS/MR. KNAAK |
| 10 TH GRADE | SPONSORS | MR. SACK/MR. JORDAN |
| 11 TH GRADE | SPONSORS | MRS. SAILORS/MS. DYER |
| 12 TH GRADE | SPONSOR | MR. SHERWOOD |

SAFE SCHOOLS

Creating a safe and secure learning environment has always been a high priority at Northeast, especially as a result of the school violence incidents occurring in America. At Northeast, bullying – aggressive behavior that deliberately causes physical or psychological torment, general harassment, verbal or physical sexual harassment, racism or hate crimes will not be permitted, because our school district mandates zero tolerance in these areas.

Examples of inappropriate behavior:

1. Talking negatively about someone behind his or her back.
2. Belittling someone's opinion.
3. Giving others the silent treatment.
4. Insults, yelling, or use of profanity at others.
5. Verbal harassment or physical sexual harassment.
6. Negative eye contact (staring – dirty looks).

VISION -- Northeast School Community Contract – for students and staff:

- A. Treat all people with respect and dignity.
- B. Appreciate diversity in the broadest sense.
- C. Diligently pursue my education and respect other people's right to pursue an education.
- D. Obey the rules of the school and conduct myself with honor.
- E. No taunting campaign.

Article 1 – Multicultural Mission and Goals

To promote and support multicultural education within Lyons-Decatur Northeast, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

Mutual Respect:

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

Multicultural Policy

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;
- challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- valuing multiple cultural perspectives; and
- providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

EIGHT PERIOD DAY CLASS TIMES

8:00 a.m.STUDENTS ADMITTED TO THE BUILDING

8:13 a.m.”REPORT TO CLASS” BELL

1st PERIOD.....**8:15 TO 9:05 a.m.** (50 MIN.)

6th PERIOD.....**1:07 TO 1:57 p.m.** (50 MIN.)

2nd PERIOD.....**9:07 TO 9:57 a.m.** (50 MIN.)

7th PERIOD.....**1:59 TO 2:49 p.m.** (50 MIN.)

3rd PERIOD.....**9:59 TO 10:49 a.m.** (50 MIN.)

8th PERIOD.....**2:51 TO 3:41 p.m.** (50 MIN.)

4th PERIOD.....**10:51 TO 11:51 a.m.** (50 MIN.)

5th “B” **12:15 TO 1:05 p.m.** (50 MIN.)

5th PERIOD.....**11:43 TO 12:33 p.m.** (50 MIN.)

“A” LUNCH 11:43 TO 12:13 (30 MIN.)

“B” LUNCH 12:35 TO 1:05 (30 MIN.)

3:41 TO 4:00 P.M. -- TEACHERS AVAILABLE TO HELP STUDENTS.

1.1 CARE OF SCHOOL PROPERTY

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

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

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

1.2 LUNCH PERIOD

Students will be dismissed for “A” lunch at the 11:43 A.M. bell and “B” lunch at the 12:35 P.M. bell. Students who purchase their lunch at school or bring their lunch from home MUST eat all food in the cafeteria. After eating, all students are to remove their uneaten food, trays, silverware, milk cartons, napkins, etc. from tables. Students are NOT to be on either the second or third floors of the building nor are they to be in the shop or Ag building or the new addition during their noon hour period. The only exception will be when the student is under the supervision of a teacher and has a PASS from that teacher.

When students complete their meals, they are to go directly to the high school gym. Students (7-12) may only use the restrooms in the main lobby during the lunch periods.

All students in 10-12 who desire to leave campus for lunch, must sign-out at the principal's office each day to go off campus. 7-9 and 10 – 12 students are not permitted to ride or get in vehicles during the lunch period unless accompanied by their own parent or guardian.

STUDENTS MAY NOT DRIVE THEIR CARS OFF CAMPUS WITHOUT AUTHORIZATION FROM THE PRINCIPAL. Failure to comply with this regulation will result in loss of off campus privileges for violators of this school regulation. Students returning from off campus must report to classes on time and if early, report directly to the High School Gym. Those students who go off campus to the Mini Mart are requested to dispose of their pop cans and litter in the garbage cans.

Junior High students (7th, 8th, and 9th) have a closed campus restriction. Students are asked to eat at school, bring their lunch, or sign out in the office to walk home to eat lunch at their residence, students leaving the building must have permission from the principal before leaving the building.

CLOSED CAMPUS FOR GRADES 7, 8 & 9. This method is in accordance with Federal Regulations.

1.3 HOT LUNCH

Lunch meal prices for Jr/Sr High is at the rate of \$1.85/day, \$9.25/week, \$18.50/2 weeks, \$37.00/4 weeks, and \$55.50/6 weeks.

Northeast Public Schools has an electronic lunch system in our cafeteria. All students will have a personal identification number (PIN) that will be used as they purchase a meal or an item from ala carte. With the “AccuScan” system, students pay in advance (to their family account) and the meal purchase or food item is automatically deducted from their family account.

Students will enter their PIN number at the end of the lunch line, the student name is verified, and the food items are deducted from the family account. **Each family will be able to charge up to \$5.00 of lunches. No charges allowed for ala carte items or seconds.**

When the family account balance is approximately \$5.00, written notice will be sent home with your child. It is important for the student to communicate low balance warnings to parents so that students can continue to purchase against their family account.

Free and reduced priced lunches – students from families whose income is below certain designated levels are eligible for free meals or meals at a reduced rate. Information concerning the eligibility income scale or any other facet of the program is available at the Superintendent’s office. The electron lunch system does not identify the student who qualifies for free or reduced price meals in any way. The student still enters his/her PIN number and their name is verified the same way as all other students and staff.

Students are responsible for their own PIN number. Students are not to give their PIN number to other students. Students will not be allowed to purchase items for other students. One meal per day per person is allowed for those students who are eligible for free meals or meals at a reduced price. If the child wishes to purchase seconds or ala carte items, these will be charged at full price against the family account.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

1.4 VISITORS

All visitors must report to the office, upon entering the west entrance, to sign in, in order to receive a visitor’s pass. Parents are welcome at all times and please sign in/out at the office upon entering/exiting the west entrance to the school. The school building doors will be locked once school starts. Admission to the building is permitted at the main west entrance and at the breezeway door north entrance. Students from other schools will not be permitted to visit school during the regular school day without approval of the secondary principal. Please do your requesting to bring a visitor to our school at least a day BEFORE bringing the guest to school.

1.5 VISITORS - BUSINESS PERSONS--SALESPERSONS--REPAIR

All salespersons, business representatives, and repair persons are required to stop either at the superintendent's or principal's office to secure a visitor's pass. Teachers are requested to make arrangements to have salespersons visit before or after school, or during lunch or the preparation period.

1.6 VISITORS-PARENTS, GUARDIANS—GENERAL VISITATION OF CLASSROOM

All visitors are required to report to the principal's office upon entering the building. Parents of students are especially welcome to come and visit our school and the individual classes. For the safety of all, and also extending a common courtesy to our instructional staff, the school request that parents and guardians contact the teacher of the class or classes they wish to visit, 24 hours before the occurrence of a general classroom visit. Parents are requested to stop at the office for a visitor's pass each time they stop at the school for a class visit, bringing supplies or books, etc. The office secretary will promptly deliver materials to the individual classroom for their son or daughter when requested by the parent.

1.65 Smoke-Free Environment

Lyons-Decatur Northeast Schools declares all of our schools buildings and grounds to be smoke-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for our children.

When you attend school events, including athletic events, please remember that our buildings and outside bleachers are smoke and tobacco-free.

SUBSTANTIAL CONCERNS

1.7 Parental - Faculty --

Counseling, Student Testing, Curriculum, Assemblies, and Surveys for secondary students.

In order to better meet the needs of students and to develop solid communications while facilitating active parental involvement with parents and guardians, the Lyons-Decatur Community School will utilize the following procedures in compliance with Nebraska L.B. 1161 (Statute Parental Involvement).

- A. Requests by parents to attend and monitor courses, assemblies, counseling sessions and other instructional activities shall be presented to the Superintendent 24 hours prior to the time when the attendance is requested. The school reserves the right to deny the written request. The parent/guardian will also secure a form from the school office, and notify the building principal, of all requests for the attendance of monitoring classrooms or school instructional activities, with written concerns stated by the parent/guardian.
- B. Requests by parents focusing on testing, curriculum including Federal programs, textbooks, surveys, and other school experiences, or faculty concerns, shall be summarized by the parent in written objections, and submitted to the building principal promptly.

It shall be the policy of the district to use testing methods and instruments that are educationally sound and meeting "best" educational practices. The Lyons-Decatur Community School will notify parents of surveys and standardized testing dates, in a prompt and reasonable period of time, to facilitate feedback to the school for parents who may have concerns or questions.

Any parent who, after observing the educational materials/ activities, and requests in writing that his/her student be exempt from such material/activities, shall have such request honored.

1.75 Complaint and Appeal Procedures --

COMPLAINT PROCEDURE

Constructive criticism is welcomed when it is motivated by a sincere desire to improve the quality of the educational program and to help the school perform its task more effectively.

The Board of Education places trust in its employees and their desires and support their actions in such a manner so as to free them from unnecessary, spiteful or negative criticism and complaint.

In cases where disagreement is made concerning school personnel, regulations, curriculum (including Federal Programs), or instructional material, the following procedures are to be implemented in the order listed below:

1. Discussion with the staff member involved must take place.
2. Discussion with the principal.
3. Discussion with the superintendent.

In the event the person(s) still wants to pursue the decision made at the conclusion of the administrative level, the Appeal Procedure should be implemented in the order listed.

APPEAL PROCEDURE

In the event the person(s) still wants to pursue the decision made at the administrative level, the following procedure will be implemented in the order listed below:

1. The individual(s) shall present an account of the complaint in writing to the principal and superintendent within five (5) school days after receiving an answer from the superintendent. All written documents must be signed by the person making the complaint.

2. The Superintendent of Schools shall meet with the individual(s) within five (5) school days to discuss the situation. After investigation, the Superintendent will direct his/her decision to the individual(s) in writing stating the reason for the decision.

3. A final appeal may be made to the Board of Education, in writing, within five (5) days after the receipt of the decision of the Superintendent of Schools. The Board of Education reserves the right to refuse to hear any appeal that is brought to them in this area.

4. In cases where the complaint may be a group of people the group must identify one (1) spokesperson that will represent the group in all phases of the appeal, review, and hearing process.

Complaints involving individual personalities will be discussed by the Board in executive session. It should be understood that no member or committee of the Board has power to act for the Board of Education and without specific action or approval by the Board of Education.

In order to better meet the needs of students and to develop solid communications while facilitating active parental involvement with parents and guardians, the Lyons-Decatur Community School will utilize the following procedures in compliance with Nebraska L.B. 1161 (Statute Parental Involvement).

USE OF BUILDING AND GROUNDS

2.0 ENTERING AND LEAVING THE BUILDING

The west main doors, the breezeway doors leading into the hall connecting the old building and new addition, (central doors) and north doors to the old gym (cafeteria) will open at 8:00 A.M. At that time students will be allowed to enter the building to prepare for the day's classes.

Classes begin at 8:15 A.M., which will allow students time to do such things as gather books or confer with teachers. These doors should be used when leaving the building. Secondary students should not use the northwest door into the lower hall at any time.

Students going to and from classes in the Ag and Shop building should use the main stairway and central doors when leaving and entering. This procedure helps to keep interference with the elementary classes and disturbances in the north stairway to a minimum.

2.1 STUDENT USE OF THE BUILDING BEFORE OR AFTER SCHOOL HOURS

Students who remain in the school building before or after school without teacher supervision, or secure school keys without authorization, will be subject to disciplinary action.

DISASTER PLANS

The following guidelines are to be implemented during the initial stages of a crisis situation.

- A. **Evacuation of Students/Staff** – seek safe shelter.
- B. **Identification/check-out** – Roll taken/orderly release of students.
 1. Retain class roll - grade book.
 2. Use signal cards – attendance status of group. (Yellow card – missing student or unsure of group roll, Maroon card – all present, and Yellow and Maroon card – extra student in group).
 3. Crisis Plan
- C. **First Aid** – Supervised by school nurse or her designee, Mrs. Phillips.
 1. Emergency response kit.
- D. **Communications** – monitor the situation with all communication devices available to you. Remain calm, monitor student's emotional and physical conditions until the (All-Clear) signal is given by authorized officials.

2.11 FIRE DRILL BUILDING EVACUATION

Where to go: Elementary Library, Room 303, 305, and Speech Therapy room. -Go through the library hallway, down the north stairs and out the northwest doors. Proceed to north sidewalk and go west to the corner.

Rooms 301, 302, 304, 304B, and 306 -Go down the main stairs and exit through the breezeway north doors. Proceed to 5th Street.

Special Education, Rooms 205 and 207 -Go down the north stairs and out the northwest doors. Proceed to north sidewalk and go east to the corner.

Rooms 201, 202, 202A, 203, 206, 206A and Principal's Office -Go down the main stairs and exit through the breezeway north doors. Proceed to the north parking lot.

Art-room 102 and Special Education Room 100 -Go to the south ramp leading to the gym, and exit through the east door located just before the new gym entrance. Proceed east on the playground.

Cafeteria and H.S. Guidance Office -Use the north exit and proceed to the north parking lot.

Voc. Ag. Classroom - Use east door, go to the alley.

Voc. Ag Shop - Use main entrance, bear right to 5th Street

Woods Shop -Use main entrance, bear right to 5th Street.

Band Room, Rooms 121, 122, 124, 126/H.S. Library -Exit through the south door and proceed south of the building to the parking lot.

New Gymnasium -Use south doors, proceed to the middle of the old football field.

Locker Rooms and Coach's Office in New Addition -Go to south exit proceed to middle of old football field.
Girls' Locker Room -Exit through the east door in the Jr. High Locker Room. Proceed to 6th Street.

First Grade Room (103) and Kindergarten Room (105) -Go to the old gym (cafeteria) and exit through the north gym doors. Proceed to the northeast corner.

Rooms 109, 110, and 111 - Exit through the main entrance, continue to the south parking lot.

Room 107 - Use north door, proceeds to 5th Street.

Room 106 and Study Hall (108) - exit through the breezeway north doors. Proceed to 5th Street.

2.12 NATURAL DISASTER PLAN

Signal: The public address system or "fog horn" will be used for the Tornado/Natural Disaster alarm signal. However, instead of continuous bell, there will be three blasts, separated by five (5) seconds of silence.

Where to go: People in Rooms 106, 107, 108, 109, 110 and 111 will go to the hall area from Room 111's corner to Room 106's corner (excluding breezeway area). People in the main office area will go to the workroom. Music room goes to restroom in main hallway area.

People in Room 121, 122, 124, and 126 file into the hallway outside their rooms and line up on the east wall.

People in the kitchen and faculty lounge should assemble in the hallway along the east wall outside the lounge and boiler room. This group should stay as close to the east wall as possible as others will be coming down the stairway to fill in the rest of the area.

People in rooms 100, 101, and 102 will fill in the area east of the ramp heading into the new gym.

People in Rooms 203, 206, 303, 306 and Speech Therapy will go down the north side of the double stairs to the basement corridor outside the boy's restroom and teacher's lounge.

People in Rooms 205, 207, Elem. Library, and 305 will go down the north stairs to the area outside Rooms 103 and 104.

People in rooms south of the central stairway on the 2nd and 3rd floors will go down the south side of the double stairs to the basement corridor outside room 100 and fill in the area between the ramp and Room 101.

People in the "north annex" will proceed to the northwest entrance to the main building. They will go to the area outside rooms 103 and 105.

People outside of the school building will enter the building through their normal or closest entrance and proceed to the basement assembly area.

People in the new gym, weight room, and back locker rooms will go to the closest inside boys' and/or girls' locker rooms.

People in the old gym will go to the hallway by room 101 and the teachers' lounge.

2.2 MOTOR VEHICLES

All students (10-12) driving a motor vehicle to school will either park in the individual parking stalls east of the building or in the Northwest parking lot by the Ag building, with the overflow to the south lot. With the exception of the south lot, students in 10-12 do not have designated parking areas. All school permit drivers and 9th grade drivers are to park in the south parking lot. Students parking in the south parking lot are instructed not to park in the faculty-designated areas. Restricted staff/teacher parking area is in the northeast parking lot, no student parking in this lot. Students are encouraged to lock their cars while on school grounds and there will be no loitering in and around the cars during school hours.

Pupils who drive to school should not move their car from the assigned parking areas between the hours of 8:15 and 3:41. Only if the student has permission from the principal in advance can he/she drive during the noon hour or anytime during the school day. Violation of this rule will result in disciplinary action. When students arrive at school to attend activities, field trips, etc. cars should be parked in the south parking lot or the east parking lot. This will help keep the west main entrance free for visitors and guests.

2.25 FIREARMS ON SCHOOL GROUNDS

LB 988(1994) Prohibits any student from transporting or possessing a firearm or explosive device on school property, in the school building, or at a school event. Students will have either the school's administration, or police confiscate the firearm and deliver the weapon to the county attorney. If a student possesses or transmits a firearm on school grounds, school building, school vehicle, or school-sponsored activity, the student will be subject to a mandatory one calendar year expulsion from the date of the incident and face criminal prosecution.

It shall be the policy of The Lyons-Decatur Northeast School District No. 20 to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event. This policy shall not apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officer's training corp., peace officers, or other duly authorized law enforcement officers when on duty or training. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, for instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm exposed.

Any unlawful use or possession of a firearm as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as or otherwise authorized by law.

The Lyons-Decatur Northeast School District No. 20 will enforce a one calendar year expulsion for any student who possesses or transmits a firearm on school grounds. The school superintendent is authorized to modify the one-year expulsion term on a case by case basis.

2.3 USE OF TELEPHONE

The telephones are for the primary purpose of conducting the business of the school. Students WILL NOT be called into the office for a telephone call from a class except in extreme emergencies. Students WILL NOT be excused from class to use the phone except in cases of emergency. In general, only calls from parents or relatives will be forwarded to students. Students may use office phone for school business only. A phone for student use is provided in the west entrance of the building. Students are not to be released from class to use the phone in the lobby without office permission.

2.4 DISMISSAL

At 3:41 P.M. with the dismissal of the last class of the day, all students are to leave the building immediately unless under the direct supervision of a teacher or coach. School buses will depart at 3:45 P.M.

2.5 LOCKER ASSIGNMENTS

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. The locker number assigned may be found on the student registration card, given to the student on the first day of school. Students are encouraged not to leave articles of value or money in the assigned locker.

We recommend that the locker is locked with a combination lock. Students MUST turn in an extra key to the principal's office if they choose to use a key lock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Searches of Lockers and Other Types of Searches

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

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

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

2.6 LOST AND FOUND/Student Valuables

A lost and found department will be maintained in the principal's office. You may recover lost articles by identifying them. Students who find lost articles are asked to take them to the office where the owner can claim them. A student who has lost something should check with the office over a period of time to see if it has been returned. You should mark or label all your belongings, athletic equipment, books, etc. so that they can be

easily identified if found. Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

2.7 ACCIDENT REPORTS

In case of an accident, please notify the teacher or coach who is supervising your class or activity immediately. The situation will then be referred to the school nurse and principal. Care will be administered and parents will be contacted. If medical treatment is required, students will be taken to the physician of their parents' choice.

2.71 PHYSICAL EXAMINATION AND REQUIRED IMMUNIZATIONS

Nebraska State Legislation LB 59 requires all 7th grade and new students to Lyons-Decatur Jr.-Sr. High School to have a physical examination and a certified copy of their birth certificate on file. These items must be kept on file. Parents not wishing to have their children take a physical exam may write a statement to that effect and present it to the school office in lieu of a physical examination. Cost of the exam must be paid by the parent/guardian of each child. The sports physical will meet this requirement, however any student participating in athletic sports must have a new physical examination each year and waivers are not permitted.

For students entering school for the first time, for incoming kindergarten and seventh-grade students and for all transfer students from outside Nebraska the following are required immunizations and documented record of these shots are required. Immunizations against the following diseases are required for every child:

- measles
- mumps
- rubella
- poliomyelitis
- diphtheria
- pertussis
- tetanus

All students in all grades will be required to present evidence of:

- 3 doses of DTaP (diphtheria-tetanus-acellular pertussis), DT (diphtheria, tetanus) one given on or after the fourth birthday; or Td* (booster for tetanus, diphtheria) *For incoming seventh-graders.
- 3 doses of polio vaccine
- 2 doses of MMR (measles, mumps, rubella) vaccine given on or after 12 months of age and separated by at least one month.
- 3 doses of Hepatitis B vaccine

In addition to these requirements, the following groups also are required to present evidence of three doses of Hepatitis B vaccine and a DTP or equivalent given on or after the fourth birthday:

- kindergarten or beginning grade
- seventh grade
- all out-of-state transfer students to any grade

Students must show proof of immunization upon enrollment in Lyons-Decatur Northeast. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school health offices.

2.72 STUDENTS TAKING MEDICATION

Any medication to be used by a student during the school day must be approved by the principal's office. Medication should be in the original container, labeled appropriately and include written directions signed by a parent or guardian. Over-the-counter medications such as aspirin, Tylenol, cough drops, etc., will be dispensed to students only with written directions and written permission from a parent or guardian. Medical supplies will be provided by the parent. Medication will be administered in the principal's office or the nurses' station.

Guidelines for Administering Medication

Whenever possible, your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also

require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

Self Administration of Medication

Students who are able to self administer specific medication (inhalers, epi-pens) may do so provided the physician provides a written authorization allowing self administration of said medication. The student's physician or the physician's designee has evaluated the situation and deemed it to be safe and appropriate; has documented this on the physician's authorization for the student's cumulative health record and general administration plan that is maintained at the principal's office.

Receipt and Disposal of Medications

Medication shall be delivered to school personnel and picked up by the parent. When medication is received the amount received should be documented. Medication which is either past the expiration date or not claimed by the parent by the end of the school year shall be destroyed. Procedures for destroying medication shall include witness and documentation.

In order for the Northeast school system to assist with medication administration, the following requirements must be met:

1. The school will need a statement from a licensed prescriber which includes the student's name, the name of the medication with dosage, frequency and time of administration, the date of the order and also the discontinuation date. The form for this statement is available through the Principal's office and must be signed by the legal prescriber.
2. It is recommended that information regarding any significant side effects and adverse reactions be sent to the school.
3. The medication provided by the parent/guardian must have the prescription label, complete with the student's name and prescriber's instructions. Pharmacists should provide two containers; one labeled for school, the other for home use. The medication must come in a pharmacy labeled container. All medications brought to school will be kept in a locked cabinet.
4. Prescriber's statements are renewed annually at the beginning of each school year. Any changes throughout the school year must be submitted to the school immediately.

2.8 ANNOUNCEMENTS

Announcements will be given on the public address system at the end of third period. Announcements should be submitted in writing to the principal's office before the start of the school day. Any announcement submitted by a student must be approved by a faculty member or by the principal. Announcements will be posted daily in hallways throughout the building for student information.

2.9 CHURCH NIGHT

Wednesday evenings are designated church nights. There will be no activities on those evenings except for rare occasions where events have been scheduled by the Conference or State. All school activities with student participation must be completed by 6:15 PM.

ATTENDANCE

3.1 ABSENCE

The Board of Education and staff of Lyons-Decatur Northeast Public Schools believe that regular school attendance is of crucial importance to the achievement of each student. The primary responsibility of assuring regular attendance rests with the parents. A student's responsibilities to school with regards to attendance is similar to an employee's responsibility to the employer. **WE EXPECT YOU TO BE IN SCHOOL EVERY DAY THAT SCHOOL IS IN SESSION**, or we must be notified of the reason for your inability to attend school and have the opportunity to approve or disapprove of that request. Any student who does not attend for at least 90% of the time (which allows 10 days of absence) each semester may be considered not passing, except in case of major illness, accident, placement under a doctor's care, participation in a school activity, or absences for personal reasons arranged **IN ADVANCE** and **EXCUSED** by the principal.

LIMITATIONS ON ABSENCES

State law requires that we provide a minimum of 1080 hours of instruction for our Jr./Sr. Northeast High School Students. Each student is required to attend school for a minimum of 1080 hours each year in order to receive credit for the year. Any student who is not present a minimum of 540 hours each semester will be required to make up the time missed outside the regular school day within one month following the end of the semester. For eligibility purposes in both NSAA sanctioned and non-sanctioned school activities, since minimum credit has not yet been earned, the student is ineligible until such time has been made up and credit formally awarded.

The school has a "cushion" of several days built into the schedule to accommodate dismissals for severe weather, teacher in-service, etc., so most students have no difficulty in meeting the minimum attendance requirement even if they have a few days of absenteeism during the year. Parents will be notified as a student nears the level of excessive absenteeism.

Physicians statements indicating that a student was absent from school while under a doctor's care may exempt a student from making up that time, BUT NOT THE CLASS WORK MISSED. The physician's statement MUST BE PRESENTED THE DAY THE STUDENT RETURNS TO SCHOOL IN ORDER TO BE ACCEPTED. Please remember to pick up a note each time you are at the doctor's office and you have been advised to stay home from school because of illness. It is the student's responsibility to ask for such a note when at the doctor's office.

PROCEDURE IF YOU ARE ABSENT

1. Upon returning to school, report to the principal's office and present a written excuse from your parents. This excuse should be dated and state the cause of absence, and be signed by your parents or guardians. If a doctor was visited, please bring a signed slip from the doctor for our records. Telephone excuses are acceptable.
2. You will be given an "Admit to Class" slip, which is to be presented to each teacher for his/her signature. At the time you present this slip the teacher will inform you as to the work to be done and bring you up-to-date in his/her class.
3. When the slip is signed by all required teachers, it is to be returned to the office. Failure to return absentee slips may result in disciplinary action.
4. Student will usually be given two (2) days for each day missed to have their work made up. This applies to short terms of absence due to the occasional illness. Long term absence due to major illness will be subject to administrative review to allow any extension of time for class work to be completed.
5. WHEN A STUDENT WILL BE ABSENT - It is preferred that the parent call the school before 8:30 AM on each day the student is absent. If the absence is anticipated several days in advance, please call in then so the student can make up the work in advance of the absence. The Secondary Principal's Office may call home should we not receive an excuse or telephone call by 9:00 AM the day of the absence.

3.2 EXCUSED ABSENCES

An excused absence is one which the student is absent because of illness, accident, placement under a doctor's care, participation in a school activity, or absences arranged for in advance and excused by the principal. School work must be made up to receive credit. Secondary students who are sent home by the school, school nurse, or principal's office for medical reasons will be declared an excused absence.

1. ILLNESS: May request a note from doctor.
2. EMERGENCIES: Reasons that are not and cannot be planned - approved by the Principal.
3. MEDICAL APPOINTMENT: Absences for medical appointments should receive prior approval from the principal.
4. PARTICIPATION IN SCHOOL ACTIVITIES: Activity sponsors will notify the principal's office of students involved. It is the responsibility of the students to have all class work done and given to the teachers prior to the absence.

5. PERSONAL REASONS: Special requests - working, vacation trips, drivers examinations, etc. A request from your parents or guardian must be made in writing or by telephone for any anticipated absence. This request should be made well in advance of the anticipated absence permitting you sufficient time to obtain assignments from all your teachers and to complete all assignments at specific request of your teachers. A parental conference may be held with the principal to determine whether the absence will be excused. Staff members may be requested to advise the principal prior to a decision being made as to academic standing of the student in their individual classes.

3.3 UNEXCUSED ABSENCES

Absences not meeting the above criteria are considered to be unexcused. Students may receive "0" (zero), and/or be asked to make up time for classes missed.

3.4 TRUANCY - Absence without Parent's or Guardian's knowledge

Students may be suspended/receive no credit for classes missed/serve detention time/attend meeting with parent/guardian and principal.

If an absence is determined to constitute truancy, the student and his/her parents/guardians may be required to meet with the principal for a conference before the student would be permitted to return to his regular classes. The time and work the student missed may be required to be made-up. Teachers will not give credit for the make-up work in cases of unexcused absence.

Students who are by definition ill (absent from school) will be considered unexcused if they attend work or other activities during the reported illness (example: called in ill Friday, Sept. 14 and worked the evening of Sept. 14th. Would be considered unexcused) unless the circumstances of the illness and working or activity is communicated and cleared through the principal's office.

3.5 EXCESSIVE ABSENTEEISM

Excessive Absenteeism is defined as follows:

Students absent in excess of 10 days or 10 class periods of the same course (Medical/Hospital/Doctor Excuses - Excluded) per semester are subject to the loss of course credit and will be subject to the following disciplinary standards. LB 232E-1997 Nebr. Student Discipline Act-Expulsion Procedures--79-209 Section 6 (1998 Special Leg. Session). The county attorney will be notified of all students at Northeast who are declared as a habitual truant student when a student accumulates eleven absences per semester.

Procedures -- Parents/Guardians will be notified accordingly:

1. Written notification that their student has been absent 4 days or 4 class periods of the same course per semester, Guidance Office notified.
2. Written and telephone notification from the building principal that the student has been absent 7 days or 7 class periods of the same course per semester, Guidance Office notified with mandatory student conference.
3. Written and office conference with the parent/guardian and student about absenteeism when the student has been absent 9 days or 9 class periods of the same course per semester.
- * Procedures for 10th and 11th day of absent per semester - Written and telephone conference with parent/guardian and office visit with student incorporating disciplinary action when a student has been absent 10 days or 10 class periods of the same course per semester.
- * Disciplinary Penalty:
 - 10th day only - Two day out-of-school suspension
 - 11th day or more per semester - recommended for expulsion
4. Student or parent may appeal any school attendance decision through the school's Grievance Procedure as found in the Student Handbook in section 5.4 of DISCIPLINARY ACTIONS AND DEFINITIONS.

Deviation of the above may be made by the Principal.

3.6 TARDINESS

Any student reporting late for school in the morning will be considered tardy and must first report to the principal's office where a tardy slip will be issued before the student is admitted back to class. The tardy slip must be presented to the instructor or admission into the classroom for all classes missed. Two minutes are allowed between class periods, students will be counted tardy if they are not in their next class when the tardy bell rings. Tardies will be handled by all teachers, with the following procedures being recommended:

- 1st tardy--warning/teacher recorded.
- 2nd tardy---30 minute detention served with the teacher.
- 3rd tardy--30 minute detention, served with the teacher, and parents contacted.
- 4th tardy--60 minute detention served in Principal's office.
- 5th tardy--1/2 day in-school suspension.
- 6th tardy--one day in-school suspension.
- 7th tardy or more—extended in-school suspension or possible out-of-school suspension.

Students tardy to one class in excess of 3 times or who have accumulated 3 or more tardies, will be referred to the principal. Students refusing to make up time for tardiness will also be referred to the principal.

3.7 LEAVING SCHOOL DURING SCHOOL HOURS

Students who must leave school during the day must obtain permission from the principal. Students will not be allowed to leave school premises without permission from the parents or guardians of the student and permission approved by the office. This permission can be granted by a written note to the school, or phone call from a parent. Students who are allowed to leave must sign the check-out sheet in the principal's office. Upon returning to school that same day, students will sign-in at the principal's office.

In order to receive permission from the principal to leave the building a student must:

1. Have a note, or phone call from their parent or guardian or the teacher for the absence.
2. Not be going home to simply get an assignment, book, or other similar material they left at home. It is the student's responsibility to come prepared for school each and every day.
3. Sign out at the principal's office after receiving permission from the principal.
4. Sign in at the principal's office upon return to the building.

Students who leave without proper permission and without signing out in the proper manner will be considered truant and unexcused.

3.8 NON PARTICIPATION IN ACTIVITIES BECAUSE OF ABSENTEEISM

If a student is absent on the day of an activity, prior approval to participate in that activity must be granted by administration. Students who are ill or have a doctor's appointment, must return to school by noon to be eligible to participate in that afternoon's or evening's competition.

LB 1250: Student Discipline Act

It shall be the policy of the Lyons-Decatur Northeast School District #20 to comply with the Student Discipline Act of 1994 as enacted by the State Legislature.

3.85 TRUANCY/EXCESSIVE ABSENCES/REPORTING PROCEDURES

A. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age 7 to 16 to attend school regularly without lawful reason, shall within three days report such violation to the superintendent. The superintendent shall immediately cause an investigation of the case to be made. When of his or her personal knowledge, by report or complaint from any resident of the district, or by report or complaint as provided in this section the superintendent as the designated attendance officer, believes

that any child is unlawfully absent from school, he or she shall immediately investigate. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial, school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, but need not be limited to:

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

B. Truancy and tardiness is a violation of school rules. The services to be provided in response to truanancies and tardiness shall also include disciplinary measures, including, without limitation, restriction of extracurricular and other activities, additional work assignments before, during or after regular school hours, and removal from a particular class or classes. Suspension (short-term or long-term) or expulsion from school may be imposed for truancy or tardiness, provided that alternatives to such action have been used or determined by the principal to be inappropriate under the circumstances.

C. If the child continues to be or becomes habitually truant, the attendance officer shall serve a written notice to the person violating the compulsory attendance statutes, warning him or her to comply with its provisions. If in one week after the time such notice is given, such person is still violating such statutes, then such attendance officer shall file a report with the county attorney of the county in which such person resides.

II. INSTRUCTIONAL DECISIONS AND MAKE-UP WORK

A. Make-up work for students who are absent from school shall be governed by guidelines developed by the superintendent or superintendent's designee. The guidelines shall state the criteria to be used in determining whether and to what extent the opportunity to complete class work, including examinations, missed during a period of disciplinary suspension will be granted.

B. Make-up Work Guidelines. The make-up work of students will be counted for course credit when satisfactorily completed according to the guidelines stated below, or such other guidelines as approved by the Superintendent or the Superintendent's designee.

(1) To receive credit for work missed due to excused absences (e.g., parent requested pre-arranged absence, personal illness, bereavement or emergency in the family, or participation in an approved school activity), the student, upon returning to school, is responsible (a) for requesting assignments for make-up work and (b) for completing the make-up work on his/her own initiative by the due date. The teacher will provide materials and assistance to a student who is making up work for these reasons.

(2) To receive credit for work missed due to an unexcused absence or disciplinary suspension, the student, upon returning to school, is responsible (a) for requesting assignments for make-up work and (b) for completing the make-up work on his/her own initiative, and on his or her own time either before or after school, by the due date. The amount of assistance the teacher is to provide, if any, will be determined by the teacher based on the teacher's work load and on whether the student displays a positive attitude towards the make-up work and a willingness to not engage in future unexcused absences or misconduct. The teacher may assign the student to different work to make-up than that actually missed, in the same subject or topic area.

(3) The date when make-up work is due will be determined by the teacher based on the content being studied and the length of student absence. Ordinarily, the student will be expected to complete work issued due

to short-term absences (i.e., five days or less) within five days after returning to school. Students who plan to miss school due to a scheduled school activity or a parent requested prearranged absence may request assignments and make arrangements to complete part or all of the work prior to the absence.

3.9 SENIORS

1. Seniors may be excused for 3 visitations per school year to a post secondary school when considering enrollment in that school, this must be approved by the principal or guidance counselor. One day may be a career visitation of the three allowed days.
2. Seniors will be allowed to have one excused absence for senior pictures for the school year.
3. All seniors are required to attend graduation practice.

3.95 SENIOR GOOD ATTENDANCE PROGRAM 1ST - 2ND SEMESTER

Regular attendance is one of the most important factors contributing to successful school achievement and job success for high school students. Based upon a reward system instead of a punitive policy, the high school will give a semester test in each class during the last week of classes each semester. Two days will be established as semester test days for the senior class. Those senior students who have missed two or less days (excused absences) during the first or second semester will have the option of either taking the semester test or waiving the test in that course. All other senior students will attend classes on a regular daily schedule and qualified students will have no classes or may choose to come to school to take a specific test. A student will be required to take the semester test if they are currently receiving a grade of "D+" or less in that course. Qualified students will have the option of taking the semester test to improve their final grade, if they make that choice, students who choose to take the semester test will receive the higher grade either from the semester test or the class average.

*** Student Regulations for Waiving the First or Second Semester Test**

1. Students may only miss 2 days or less (excused) absences for the entire semester. Unexcused absences will eliminate a student from participation in the program. A doctor excused absence will not be counted in determining eligibility. One senior picture day for the year will not count toward the total.
2. No Disciplinary Suspensions.
3. No more than one detention for the entire semester.
4. No more than two total tardies for all classes per semester.
5. Absence because of attendance at school-sponsored activities will not be considered an absence from school and will not be figured into the two day standard.
6. Permission slips to participate in the program must be signed by the student and their parents for participation in the program.
7. It is important that each student realize that the two days of absences built into the program are not to be considered as approved "skip days", but rather should be used only for excused absences.

STUDENT CONDUCT

Student Conduct and Discipline Policies:

The common goal of students, parents, faculty and administration of Lyons-Decatur Northeast Schools is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Lyons-Decatur Northeast Schools will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE LYONS-DECATUR NORTHEAST SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

STUDENT DISCIPLINE

Discipline is a term that should be applied to character development with the ultimate goal being a mature person capable of self-control. School discipline is the guidance of the conduct of students in such a way which permits the orderly and efficient operation on the school, and it is the maintenance of a learning climate to achieve maximum educational benefits for all students. This policy shall apply to student while on school premises, while attending school- sponsored events, while on school-owned and operated buses or vehicles or on chartered buses while students are engaged in school- sponsored activities, and while students are away from school if their conduct directly affects the good order, efficiency, management, welfare of the district. It should be recognized that in an effort to attain the highest standards of education in the Lyons-Decatur

Northeast School, it is necessary for the school to work in cooperation with the community and home or parents to achieve a high degree of discipline.

The Lyons-Decatur Northeast School provides a comprehensive program of educational opportunities and activities. The educational environment must be favorable if you are to take full advantage of these educational opportunities, thus good discipline is essential to an effective and productive learning environment. To perform as a responsible member of the Lyons-Decatur Northeast student body, the student needs to be familiar with the discipline program that has been established to ensure equity and fairness to all students.

BREACH OF DISCIPLINE

Breach of discipline is any conduct of pupils which interferes with the maintenance of school discipline. Acts of behavior which conflict or disrupt the educational program or climate of the school cannot be tolerated. Insubordination and misbehavior are incompatible with good citizenship, deportment, government, and educational programs. The following are examples of breach of discipline (not all-inclusive) which will result in detention, suspension, or expulsion.

1. Open defiance by a student who refuses to conform to the rules regulations and policies or requests of the district or of its officers, employees, or agents of district when acting within the scope of their employment of duties.
2. Use of profane or obscene language or loud boisterous conduct, which disturbs the school climate (religious deity, sexual, four-letter vulgarities that are possessed/shown/or directed at someone).
3. Tardiness to class or school.
4. Bully-type behavior.
5. Temper tantrums.
6. Possession or use of tobacco or chewing tobacco.
7. Possession of pornographic materials.
8. Disobedience or insubordination.
9. Physical attack of or threats of physical violence to students or any school personnel.
10. Truancy
11. Extortion
12. Display of racial bigotry, or intolerance to age, sex, or creed.
13. The use or possession of any controlled substance or alcohol.
14. Attendance or participation in any school activity in an intoxicated state or under the influence of a controlled substance unless prescribed by a physician.
15. Possession or use of dangerous weapons or objects.
16. Fighting, assault, rowdy or inappropriate behavior.
17. Criminal or illegal behavior.
18. Attempting or committing a theft or robbery.
19. Threatening to place or placing an incendiary or explosive device or material in any place where it may endanger persons or property.
20. Initiating, circulating, or participating in the circulation of a report or warning of fire, epidemic, or other catastrophe knowing such a report to be false.
21. Gambling.
22. Damaging, altering, injuring, defacing, or destroying any building, fixture, equipment or item, which includes writing or making marks on school or personal property.
23. Failure to follow computer/Internet regulations.
24. Terroristic threats or actions.
25. Harassment.

4.0 STUDENTS GENERAL EXPECTATIONS

The school board policy concerning student behavior is as follows:

- A. School students at all levels have a basic responsibility toward school to conduct themselves at all times so as to reflect credit on their school and themselves.

- B. Students have the responsibility for and are expected to be courteous and respectful to any district employee and substitute teacher in and out of the classroom.
- C. This basic responsibility is to apply not only to school hours but also to other times, especially while attending school activities at home and away. Student attendance at school is a mandatory charge to parents for those children under 16 years of age and continues as a privilege beyond that age. However, such attendance at any age level carries with it an obligation for the student to conduct himself within the framework of accepted school behavior. Failure to fulfill that obligation can result in the loss of the right and privilege of public schooling for those under 16 as well as for those 16 and over.
- D. Expulsion is specified as student conduct which has violated student discipline policy, which has the potential to seriously affect the health, safety, or welfare of the student, other students, staff members, or any other person or, to other wise seriously interfere with the educational process.

4.1 MALE-FEMALE RELATIONSHIPS

Expressions of affection between students are acceptable to a certain point. Students are expected to conduct themselves with taste and respect for themselves and others in these relationships. Public demonstration of kissing, embracing, hand-holding and other intimate contacts should not occur at school. Such acts are embarrassing to others and show little respect for the reputation of the partner involved. This inappropriate conduct will result in detention/short term suspension.

4.2 DESTRUCTION OF PROPERTY

Any pupil who shall intentionally or accidentally destroy, damage, or deface school property shall immediately compensate for such damage and upon refusal, may be suspended from school.

4.3 STUDENT APPEARANCE POLICY:

Students at Lyons-Decatur Northeast are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing or jewelry that is gang related;
- b. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants);
- c. Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play";
- e. Head wear including hats, caps, bandannas, and scarves;
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries double meanings.

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

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

Students should come to school clean in his/her person and dress. All students should take pride in their personal grooming and refrain from dress or grooming that would set them apart from other students. Good appearance stimulates good behavior and proper clothes encourage self-confidence.

The school administration shall determine what appropriate, reasonable attire is for students attending school. Student clothing should be in good repair. No shorts, jeans or pants with holes (man made or other) should be worn to school. Females MAY wear sleeveless dress and/or tops. Students will not be permitted to wear tank tops, 1/2 shirts, see-through clothing, exposed bare midriff, short shorts, cut-offs, or biker shorts (unless covered by another pair of acceptable apparel). No baggy pants that ride below the hip-line will be permitted. No coats shall be worn during school hours, unless approved by administration, and coats will be stored in student lockers. Footwear not permitted by students-- may not have rubber cleats, metal cleats or shoes that leave marks on the floor. Underwear cannot be worn as outerwear. Students are not to wear P.E. clothing to other classes.

Clothing with any type lettering or logos, mascots, or business selling, manufacturing, or merchandising drug or alcohol, (example: Budweiser, Red Dog), tobacco products (Skoal, Bandit, Camel cigarettes), or is in any way obscene or in bad taste shall not be worn to school. Other examples: Big-Johnson T-shirts, Co-Ed Naked Apparel, profanity, or nudity on any apparel is not allowed. Headgear such as hats, caps, masks, bandanas, or sweatbands are not to be worn in the school building. Students may not wear hats in the school buildings or in the gym during school activities or athletic events.

This list is not intended to be all-inclusive. The final decision regarding attire and grooming will be made by the building administrator. Consequences for violation will be 30 minutes detention or suspension and the student may be sent home to change when possible. All work missed will be the student's responsibility.

4.35 FOOD OR DRINK IN THE BUILDING

Students will not be allowed to possess any food or beverage, suckers, candy or pop within the school hallways or classroom, unless it is part of an activity that has been approved by the administration.

4.4 GENERAL STUDENT REGULATIONS

Specific Rule Items:

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

- a. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
- b. Students in the hallway during class time must have a pass with them.
- c. Pop, candy, seeds, etc. are not allowed in the school building or classrooms.
- d. Students are expected to bring all books and necessary materials to class. This includes study halls.
- e. Assignments for all classes are due as assigned by the teacher.
- f. Students are not to operate the mini-blinds or the windows.
- g. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
- h. Students are to be in their seats and ready for class on the tardy bell.
- i. Special classes such as Industrial Arts, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
- j. Students are not to bring items to school that are not required for educational purposes as they may be taken from your locker and will not be allowed in the classroom. These items are classified as "nuisance items" and include, but are not limited to: a) personal stereos & CD's, b) cell phones, c) beepers, d) laser pointers, e) cards, f) sunglasses, g) video games, and h) balloons.
- k. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
- l. Snow handling is prohibited.

4.5 DETENTION

Detention periods may be for a maximum of an hour on the day assigned by the teacher giving detention. The teacher assigning the detention will be responsible for the supervision of the student during the assigned detention. Habitual violations or more serious detentions will be served in the principal's office.

Transportation to or after the detention will not be provided by school district. Failure to serve the detention may result in a more severe punishment.

4.6 STUDY HALLS

Study halls allow students to work on assignments during school hours. During this time students are expected to bring study or reading materials with them to the study hall. Students in the study hall may leave the study hall for the library by signing the check out sheet supplied by the teacher. There will be a limit to the number of students that can be out of the study hall at one time. The teacher in charge will set limits. To go to the library, a student must have research to prepare or work that requires the library resources. All other studying will be done in study hall. Those students in study hall who leave the room, must have a pass signed by the study hall teacher. Before returning to the study hall, study hall students must have the pass signed by the teacher whose room was attended (i.e. librarian, science teacher, superintendent or principal's secretary, etc.) In some cases, (restroom, locker) a student will not be able to secure a signature, in that case, a reasonable time limit should be allowed. All students who have signed out must sign back in before the end of the study hall or home period, students abusing the pass privilege may have the privilege suspended.

4.60A INTERNET AND COMPUTER USAGE AND CONDUCT

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

(a) General Rules:

- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

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

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

- (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
 - (iii) Users shall not use or try to discover another user's account or password.
 - (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
 - (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
 - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
 - (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
 - (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
 - (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
 - (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.
- (c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
- (i) Be polite. Do not become abusive in your messages to others.
 - (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
 - (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
 - (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
 - (v) All communications and information accessible via the network should be assumed to be private property of others.
 - (vi) Do not place unlawful information on any network system.
 - (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
 - (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
 - (ix) Other rules may be established by the network administrators or teachers from time to time.

The use of computers, whether independent, or as a part of a local network, or as a part of a world network such as Internet, is a privilege, and must be consistent with and driven by the educational targets and goals of the school district.

Computers, software, networks, and technological equipment, and storage and transfer devices are owned by the school district. The school exercises exclusive control over this property and students should not expect privacy regarding their use of any school computer or network because school property is subject to search and inspection at any time by school officials. This inspection includes, but is not limited to electronic mail, internet access, file storage and transfer. Each student is responsible for whatever is contained in computer files assigned to them.

Penalties: Any student engaging in the behaviors identified below upon first offense will be denied access to the computer and/or computer network for 15 school days or the remainder of the school year whichever comes first. Upon a second offense, the student will be denied access for 60 school days or the remainder of the school year whichever comes first. Upon the third offense, the student will be denied access for 120 school days or the remainder of the school year whichever comes first. The disciplinary action prescribed by these rules may be supplemented by disciplinary action permitted by any other policy, handbook standard, or practice of the Northeast Community Schools.

INAPPROPRIATE USE OF COMPUTERS, SOFTWARE, NETWORKS, OR EQUIPMENT

Definition:

1. The creation, display, access, transmission, reception, exchange or distribution of any text, image or sound that is indecent, obscene, racist, vulgar, defamatory, illegal or that promotes harm to self or others.
2. Operating computers or computer networks to harass or threaten individuals or groups.
3. Vandalizing computers, software, or networks or any attempt to alter or destroy data of another user or to endanger the integrity of a computer or network, software, data disk, or the unauthorized examination or copying of files or data of others.
4. Violating copyright law, using unauthorized copies of software and making, transmitting, receiving, exchanging or distribution of software.
5. Plagiarizing computer-based copyrighted materials in reports and assignments--inappropriate use.
6. Gaining or attempting to gain unauthorized access to computers, networks, files, or data or files of an individual.
7. Forgery of or interference with electronic mail messages. Impersonation of another person while sending e-mail messages, using a false name or the reading, deleting, copying or modifying of any person's electronic mail.
8. Using computers or computer networks to commit, facilitate, encourage or promote illegal acts or fraudulent use of a credit card.
9. Using computers or networks for a non-educational purpose, such as advertising or commercial purpose or for any other non-educational purpose.
10. Supplying another individual a personal password or letting another individual use a personal account.
11. Introducing materials forbidden by the Northeast Community Schools into computers or networks of the district via any electronic storage media. This is defined as indecent, obscene, racist, sexist, vulgar, defamatory, offensive, or illegal material or materials promoting harm to self or others.

Student and their parents will be informed by the principal's office if any student will have their privilege of computer access suspended. Due process procedures will be followed as stated in the Student Handbook in regard to disciplinary actions which involve suspension or possible expulsion in severe violations of student conduct at Northeast Schools.

4.61 MEDIA CENTER/LIBRARY CONDUCT

All persons using the Media Center/library are expected to work quietly and with an educational purpose in mind. Talking, visiting, or group studying is not permitted without approval from the librarian. It is the responsibility of each individual using the Media Center/library to work quietly, avoid being noisy or disrespectful of others, and to refrain from deliberately creating a disturbance. Students who fail to conduct themselves appropriately may have Media Center/library privileges restricted.

Copyright and Fair Use Policy

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following

factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

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

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

4.62 MONEY AND VALUABLES

Please do not bring large amounts of money or valuables with you to school. Lockers are not a safe place to keep items of high value. If you have something of value which you must take to physical education class, ask the teacher to care for it. If you should discover something missing while in class, advise the teacher at once. Do not wait until the end of the period or day. The school is not responsible for any stolen items.

4.65 ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

(Expanded to both high school and junior high students.)

Rights, Conduct, Rules and Regulations

Section 1 Extra-Curricular programs:

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. The Lyons-Decatur Northeast will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

Section 2 Activity Philosophy:

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

Safety

The District’s philosophy is also to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the District requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure to the event. The note should be given to the Principal. Only those people involved with the activity will be allowed to travel in the school vehicle.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body’s bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal

cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Section 3 Activity Code of Conduct:

This activity code of conduct is supplemental to the Lyons-Decatur Northeast High School student code of conduct which is in Article 8 of this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

Grounds for Extracurricular Discipline

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extra-curricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for the reasons that:

Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School:

Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities judge our school on the students conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

Activities are a Privilege: Extra-curricular activities have an important place in the educational program of the Lyons-Decatur Northeast High School. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions is a part of that philosophy.

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on and off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.
4. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. (Note: The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no

- adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine that the student was in "possession" of the items as well).
9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
 10. Truancy or failure to attend assigned classes or assigned activities.
 11. Tardiness to school, assigned classes or assigned activities.
 12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
 13. Public indecency.
 14. Repeated violation of any of the rules adopted by the school district or the school.
 15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
 16. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distractive or indecent to the extent that it interferes with the learning and educational process.
 17. Willfully violating the behavioral expectations for those students riding Northeast School buses.
 18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited.
 19. The knowing and intentional use of force in causing, or attempting to cause, personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.
 20. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
 21. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
 22. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
 23. All other reasonable rules or regulations adopted by the coach or supervisor of an extra-curricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
 24. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

Drug and alcohol violations:

Students who are found to be in violation of sub-paragraphs 8 or 9 of the above conduct rules shall be subject to the following disciplinary action.

1. First Violation –
 - a. Suspension from extra-curricular program for designated activities for one calendar year from date of finding or violation.
--Or--
 - b. Students and parents agree to participate in a school-approved program for chemical dependency. Said program must be administered by a certified alcohol and drug abuse and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to school's Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extra-curricular activities for one calendar year from date of finding of violation. The student must not practice, compete, or participate in the designated activities for

two calendar weeks. All costs associated with the program are to be borne by the student/parent or guardian.

2. Subsequent Violations – Upon finding of a subsequent violation, the student will be suspended from all designated activities for one calendar year from the date of determination that a subsequent violation has occurred.

Procedures for Extracurricular Discipline

Students may be suspended by the Principal or the Principal's designee from practices or participation in interscholastic competition or participation in extra-curricular activities for violation of rules and standards of behavior adopted by the Lyons-Decatur Northeast Board of Education or the administrative staff of the school.

The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.
2. Prior to commencement of the suspension, the student is to be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the school has, and be given the opportunity to explain the student's version of the facts.
3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.
4. Within two school days or such additional time as is reasonably necessary following the suspension, the Principal or Principal's designee will send a written statement to the student and the student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard with the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the Superintendent. A form to request such a hearing must be signed by the parent or guardian will either be provided with the initial notice letter or be made available in the Principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.
7. If a hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.
9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

Attendance and Academics:

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.

3. Attendance, for the full day, the day of a contest is required to be eligible for the contest that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.
4. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well groomed appearance.

Section 4 "Team Selection" and "Playing Time":

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

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

Any student who participates in an extra-curricular activity is governed by the Nebraska State Athletic Association and its regulations. High school and junior high students who participate in extra-curricular school activities must maintain a minimum standard of academic proficiency at Northeast. If at the end of the first or third nine week grading period or either semester, a student is failing in more than one subject, that student will be ineligible to participate in extra-curricular activities for the next nine weeks. In order to participate in extra-curricular activities, a student must be enrolled in at least 25 semester hours per week, and received 20 semester hours of credit the immediate preceding semester. In some transfer situations, student athletes are not eligible for varsity competition for 90 school days from the date the student began attendance at NHS. In this situation, the athletic director and the principal will check eligibility status.

Insurance

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

4.7 USE OR POSSESSION OF TOBACCO

Students shall not use or possess tobacco, tobacco products or look-a-likes on the school buses, in school buildings, or on school grounds at any time. The use or possession of tobacco at any school sponsored activity either at Lyons-Decatur Northeast or away is also strictly forbidden. Any student found to be in violation of this policy will be suspended from school and from all school activities participation as outlined in the (extra-curricular) activity handbook. The student will be re-admitted after a conference involving the student, his/her parents and the High School Principal.

- 1st offense ---2 day in-school suspension
Counseling session with Guidance Counselor
Report to be written from tobacco literature
- 2nd offense ---3 day in-school suspension
More in-depth counseling sessions

Longer report to be written from tobacco resources
3rd offense or more ---out-of-school suspension to possibly include expulsion.

4.8 ILLEGAL DRUG AND ALCOHOL POLICY

Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Any student found to be in possession of or using alcohol, any illegal drug, or substances which are represented to be a controlled (illegal) substance while under the supervision of school officials and personnel will be suspended.

FIRST OFFENSE: Out-of-school suspension will occur for a minimum of 5 days for a first offense; -- OR -- the five day suspension will be waived if the student will voluntarily seek professional evaluation/treatment from a trained chemical dependency counselor or a licensed physician in chemical dependency. Students/parents may use the Guidance Office or SCIP team in finding proper professional help. Fees for the assessment and/or treatment are the responsibility of the student and parent/guardian. Upon proper authorization, the agency will notify the school and the suspension will be commuted at that time. The choice is up to the student and parent/guardian.

SECOND OFFENSE: Out-of-school suspension will occur for a minimum of 5 days for a second offense. Participation in a rehabilitative/counseling program is mandatory. Parents/students may use the Guidance Office or SCIP team in finding proper professional help. All fees connected with gaining professional help are the responsibilities of the student and parents or guardians.

THIRD OFFENSE: Expulsion recommended as three suspensions have occurred.

Education and Prevention:

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

Drug and Alcohol Use and Prevention.

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

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations.

All students are provided age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the

use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.

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

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

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

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

Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff:

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

Authorized Use:

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

Disciplinary Sanctions:

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

Intervention:

The Lyons-Decatur Northeast District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration:

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Safe and Drug-Free Schools-- Parental Notice

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

*Lyons-Decatur Northeast Jr.-Sr. High School strongly encourages those students with chemical abuse problems to seek professional evaluation and treatment from trained professional. Because we believe that chemical dependency is preceded by misuse, we have staunch beliefs that such early intervention can benefit the student before significant harm or dependency results. Our administration, guidance staff, and SCIP team are trained to assist you in finding proper professional help.

Dispensing of any illegal substance will cause a student to be recommended for expulsion.

4.85 FALSE FIRE REPORTING

False reporting of a fire/emergency is a state violation and is a Class I misdemeanor. A person who commits the offense of false reporting may be turned over to the proper authorities if he or she:

1. Furnishes material information he or she know to be false to any peace officer or other official with the intent to instigate an investigation of an alleged criminal matter or to impede the investigation of an actual criminal matter;
2. Furnishes information he or she knows to be false alleging the existence of the need for the assistance of an emergency medical service or out-of-hospital emergency care provider or an emergency in which human life or property are in jeopardy to any hospital, emergency medical service, or other person or governmental agency;
3. Furnishes any information, or causes such information to be furnished or conveyed by electric, electronic, telephonic, or mechanical means, knowing the same to be false concerning the need for assistance of a fire department or any personnel or equipment of such department;
4. Furnishes any information he or she knows to be false to any governmental department or agency with the intent to instigate an investigation or to impede an ongoing investigation and which actually results in causing or impeding such investigation.

4.9 ABUSIVE LANGUAGE

Students are not permitted to use obscene gestures or language, EITHER SPOKEN OR WRITTEN, while under the supervision of school personnel or on school property or to fellow students.

4.91 FIGHTING

The use of physical violence as a means of resolving interpersonal differences is unacceptable in any civilized society. Such conduct will not be tolerated in the school, or on or in the vicinity of the school grounds. Students fighting will be given suspension (1-5 days for first offense).

4.92 INTIMIDATION/HAZING/HARASSMENT

Intimidating and/or hazing or harassing students will not be tolerated at Lyons-Decatur Northeast. Students guilty of these types of actions will face disciplinary action, which may amount to suspension depending on the seriousness of the action. Hazing or intimidation includes but is not limited to : threats, forcefully requiring someone to submit to acts declared unlawful or against their will, bodily harm, using tactics which frighten or causes someone to be afraid of future reprisal, and any attempt to coerce or harass someone to break school rules. Initiation into select school groups which involves hazing is not permitted and will not be tolerated. Hazing is a Class II misdemeanor by state law. (Source: NE Rev. statutes 28-311.06)

4.925 NONDISCRIMINATION

The Northeast School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination. The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX, the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 and complaints or concerns involving discrimination should be addressed to Mr. Forsberg, Superintendent.

Preventing Harassment and Discrimination of Employees and/or Students:

1. **Purpose:** Northeast Public School is committed to offering employment and educational opportunity to its employees and any student, based on ability and performance, in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind of administrators, teachers, co-workers, students, or other persons is prohibited. In addition, the Northeast School will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability, or age is prohibited. The following are general definitions of what might constitute prohibited harassment:

- A. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability, or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidation work instructional or education environment.
 - B. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults, or intimidation based on a person's age.
 - C. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom, or educational environment.
 - (i) Sexual harassment may exist when the conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom, or educational environment.
 - (ii) Sexual harassment may include explicit sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes" about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another's body.
2. **Procedures:**
- A. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
 - B. If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) working days, or if the discrimination or harassment continues, the complaint should be reported to the Superintendent.
 - C. The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken. Under no circumstances will a supervisor or teacher threaten or retaliate against an employee or student for alleging a violation of this policy.

4.93 WEAPONS

Any student who knowingly engages in possessing, handling, or transmitting any object/material that is ordinarily or generally known as a weapon (i.e. knives, explosives, etc.) to school or any school activity will be subject to suspension/expulsion. (Neb. School Law 79-4170 to 79-4205--Nebraska Criminal Code) (LB-1250) Dangerous weapons will be confiscated from the student, the parent will be notified, and it will be the discretion of the administration for law enforcement officials to be contacted. The student will be subject to further disciplinary action, to include suspension/expulsion. Firearms Policy (questions involving firearms) see 2.25 of the handbook.

4.94 SEARCHING OF STUDENT OR SCHOOL PROPERTY

All students are responsible for obeying state law, policies of the Board of Education, and rules of the school. No student should bring anything to school which is prohibited by statute, policy, or rule. The administration has the authority to search school property, student property (including cars) and students themselves when there is reason to believe a student has violated a statute, policy or rule.

4.95 REMOVAL FROM CLASS

Each student will be given every opportunity to conform to school regulations concerning dismissal from classes. Teacher will attempt to use various classroom management techniques to see to it that each student is given a fair chance and that disciplinary action is not a spur of the moment decision based on temporary

irritation or flare of anger. Whenever a teacher feels that he/she has exhausted every reasonable approach to helping a student correct unacceptable behavior with no noticeable improvement, steps will begin to remove the student from the class.

- Step 1: Teacher keeps the student after school to discuss classroom expectations of behavior and/or problems. Detention time is documented.
- Step 2: Parent is contacted by the teacher if problems persist. Parental contact is documented.
- Step 3: FIRST OFFENSE - Student is removed from class for the period because of unacceptable behavior. Removal is documented. Parents are informed of the one period removal by the administration. Student is sent to the principal's office and a counseling session is required, detention assigned.
- Step 4: SECOND OFFENSE - Student is removed from class period for two days because of unacceptable behavior. Removal is documented. Parents are warned by the administration that removal could be for the remainder of the semester if problems occur. Student is sent to the principal's office and a suspension assigned. A counseling session is required and a parent conference is encouraged.
- Step 5: THIRD OFFENSE - Student is removed from the class by administrative decision for the remainder of the semester. No credit will be issued for the class. The student may be placed in a study hall or another class if feasible. Parents are notified.

Upon further dismissals from other classes in a semester, the behavior will be considered habitual defiance of authority and insubordination with school employees. Proceedings may be initiated to suspend or expel the student from school.

4.96 BUS RULES

The Decatur Secondary Shuttle bus will depart from Decatur at 7:40 AM.

- a. Under direction of the driver each student may be assigned a seat and held responsible for the seat.
- b. PUPILS MUST BE ON TIME. The bus cannot wait for those who are tardy.
- c. Unnecessary conversation with the driver is prohibited.
- d. Outside of ordinary conversation, classroom conduct is to be observed by students. Any pupil who is guilty of unbecoming conduct, of using inappropriate language, of abusing or casting reflections upon the driver or upon other pupils, forfeits the right to ride on the bus.
- e. Pupils will not throw wastepaper or other rubbish on the floor of the bus. Each bus is provided a receptacle for such.
- f. No pupil will at any time extend arms or head out of bus windows.
- g. Pupils must not get on or off or move about within the bus while it is in motion.
- h. When leaving bus pupils crossing road must look both ways and make sure they can cross safely.
- i. The driver is in full charge of the bus and pupils. Pupils are requested to comply promptly, cheerfully, and fully with the driver's requests.
- j. If monitors or patrols are on duty, pupils must obey and respect their orders.
- k. Pupils will not use or possess tobacco, alcohol, any illegal drug, or substances which are represented to be a controlled (illegal) substance while on the bus under the supervision of school personnel. Refer to section 4.8 of the Student Handbook.
- l. Any damage to the bus is to be reported at once to the driver.
- m. The above rules and regulations shall apply to any trip under school sponsorship.
- n. Pupils shall respect the wishes of a chaperone appointed by the school.
- o. Pupils are not to use bus rear exits except for emergencies.
- p. Students will be transported to the student school center (Lyons building or Decatur building) after extra-curricular events, games or practices, students will not be delivered to their residence by buses or vans. Transportation of students is only authorized by approved Board of Education extra-curricular regulations – see Board Policy #7600.
- q. Secondary student body members riding the bus to school activities are required to ride the bus home. However, if a parent makes a written and verbal request to have their son/daughter ride home after the event with them, this will be allowed as long as the sponsor and/or administrator is contacted.

PENALTY: VIOLATION OF THE ABOVE RULES WILL RENDER PUPILS IMMEDIATELY LIABLE FOR TEMPORARY OR PERMANENT DEBARMENT FROM RIDING AND/OR FURTHER DISCIPLINE ACTION BY ADMINISTRATION.

-- BY ORDER OF THE BOARD OF EDUCATION

DISCIPLINARY ACTIONS AND DEFINITIONS

5.1 STUDENT RECORD

A record is kept of all reports of misconduct or a more serious nature in the principal's office. If a student is found to frequently be in violation of school rules, that student is subject to possible suspension or expulsion.

5.2 DISCIPLINARY ACTION

Disciplinary considerations will be made according to the students' best interest and corrections of the problem present. Age, grade level, and prior disciplinary record of a student will be considered, if appropriate, when disciplinary actions are administered.

The nature of disciplinary action necessary, because of student misconduct as indicated on the previous pages, may take the form of any or all of the following, depending upon the circumstances and the seriousness of the situation.

- | | |
|--|--------------------------------------|
| 1. Referral to the counselors | 7. Parent Conference Suspension |
| 2. Referral to the administration | 8. Removal from class |
| 3. Parental contact and/or conferences | 9. In-school suspension |
| 4. Severe verbal reprimands | 10. Short-term suspension (1-5 days) |
| 5. Make up of assigned detention hours | 11. Long-term suspension (6-19 days) |
| 6. Suspension from extra-curricular activities | 12. Expulsion |

5.25 Major Discipline Policy

As the name implies, major discipline covers acts that are serious in nature such as fighting, violations of the Penal Code, misdemeanors and felonies. In addition, certain behaviors which should be harmful to others, disturb the normal conduct of school or classes or which violates "off limits" areas are considered major discipline.

***Denotes Parent Contact**

| VIOLATION | 1ST OFFENSE | 2ND OFFENSE | 3RD OFFENSE |
|--|--|--|--|
| USE, POSSESSION OF ALCOHOL/DRUGS | * 5 day suspension & evaluation choice | * 5 day suspension & evaluation | * Expulsion recommended |
| DISPENSING/SELLING, OF ALCOHOL/DRUG MATERIALS | * Immediate suspension, referral to Police and recommendation for expulsion. | | |
| USE/POSSESSION OF TOBACCO PRODUCTS | * 2 Day in-school suspension, report written, counseling | * 3 day in-school suspension, report written, counseling | *Short/long suspension/expulsion |
| FIGHTING | * Reprimand, detention &/or 1-5 day suspension | * 1-5 day suspension | *Short/long suspension/expulsion |
| INTIMIDATION, HAZING, EXTORTION, HARASSMENT | * Reprimand, detention &/or 1-5 day suspension | * 1-5 day suspension | *Short/long suspension/expulsion |
| VANDALISM | * Reprimand, detention &/or 1-5 day suspension, &/or restitution | * 1-5 day suspension & restitution | *Short/long suspension/expulsion & restitution |
| THEFT | * Reprimand, detention &/or 1-5 day suspension, &/or restitution | * 1-5 day suspension & restitution | *Short/long suspension/expulsion & restitution |
| USE OF PROFANITY, VULGARITY, DISPLAYING DISRESPECT | * Reprimand, detention &/or 1-5 day suspension | * 1-5 day suspension | *Short/long suspension/expulsion |

| | | | |
|---|--|--|---------------------------------------|
| ASSAULT & BATTERY/TERRORISTIC THREATS UPON ANY STUDENT OR SCHOOL EMPLOYEE | * Reprimand, detention &/or 1-5 day suspension or expulsion | * 1-5 day suspension or expulsion | *Short/long suspension/expulsion |
| FIREARMS, WEAPONS, &/OR EXPLOSIVES | * One year expulsion | * Same as first | * Same as first |
| DEFIANCE, ACTS OF INSUBORDINATION, DISRUPTION OF SCHOOL ACTIVITY | * Reprimand, detention &/or 1-5 day suspension | * 1-5 day suspension | *Short/long suspension/expulsion |
| BUS RULE VIOLATIONS | Reprimand/detention, *Suspension &/or may lose riding privileges | Reprimand/detention, *Suspension &/or may lose riding privileges | Suspension. Loss of riding privileges |
| TRUANCY | * 1 day suspension plus make-up one hour for each class missed | * 2 day suspension plus same make-up as first offense. | *Same as 2 nd offense |

| | | | |
|--------------------------------------|--|---|--|
| FORGERY ON PASSES, EXCUSES FROM HOME | Reprimand/detention | Reprimand/detention * 1-5 day suspension | * 1-5 day suspension |
| CHEATING ON HOMEWORK, EXAMS | Reprimand/detention | Reprimand/double detention | * 1-5 day suspension |
| NUISANCE ITEMS IN SCHOOL | Taken away for the day. Detention &/or suspension | Taken away-Parent claim. Detention &/or suspension. | Discarded or taken away for the year. Suspension. |
| INAPPROPRIATE SHOW OF AFFECTION | Reprimand/detention | *Reprimand/double detention. Warning to parents. | *1-5 day suspension. |
| CAFETERIA VIOLATIONS | Reprimand/detention. Suspension | *Reprimand/double detention. Warning to parent. Suspension. | *Loss of cafeteria privileges. Suspension |
| PARKING VIOLATIONS | Reprimand/detention | *Reprimand/double detention. | *1-5 day suspension. |
| TARDIES | One hour detention for each over 4 recorded in office per semester; 5 tardies or more may cause in-school suspension to occur. Parents notified of 7 th tardy. 7 or more may cause extended in-school suspension or out-of-school suspension. | | |

*This is NOT an all inclusive disciplinary listing.

DISCIPLINARY STATEMENT

Habitual Violations (3 Suspensions during school year). The accumulation of any three out-of-school suspensions, in a single school year will result in the recommendation of expulsion at Northeast for the remainder of the semester in which the third suspension occurs. If the third suspension occurs on the very last day of the first semester or the last day of the school year, the recommendation for the expulsion will apply to the following semester.

SUSPENSIONS

Whenever a student is disciplined with an in-school suspension, no detention is assigned. Classroom work done on that day should be handed in and credit given by the instructor for passing work.

For each out of school (short-term) suspension (1-5 days), a student may choose to make up missed class work, tests or projects, for credit, with the student given two school days to complete all work. If the student receives a long-term suspension (6-19 days), the suspended student will have 5 school days to complete all classroom work for credit.

To receive credit for work missed due to a disciplinary suspension, the student, upon returning to school, is responsible for: (a) requesting assignments for all make-up work, (b) completing the make-up work on their own initiative by the due date. The amount of teacher assistance provided, if any, will be determined by the teacher's availability and work schedule, and by whether the student displays a positive attitude to complete the make-up work and avoid future misconduct. The teacher may assign the student to complete different classroom work than which was actually missed, in the same subject or topic area.

The accumulation of any THREE out-of-school suspensions in a single school year will result in recommendation of expulsion for the remainder of the semester in which the third suspension occurs. If the third suspension occurs on the very last day of the first semester or the last day of the school year, the recommendation for the expulsion will apply to the following semester.

If a student was expelled in the first semester for any combination of three major suspensions, a student could be expelled again, after a review of his/her discipline record, for a fourth major offense in the second semester.

It should be remembered that the goal of any type of suspension is to gain student rehabilitation and to make known the social consequences of bad behavior. The purpose of either in-school or out-of-school suspension is threefold:

1. It causes a closer school-home contact, providing the opportunity for parents and administrators to review situations together.
2. It separates a student from friend and social activities at the school.
3. Perhaps most importantly, it provides the rights of other students for an education free from interference or disruption in the school setting.

5.3 Suspension and Expulsion of Students from School

This section defines conditions under which students may be excluded from school and procedures to be followed in implementing and effectuating any suspension or expulsion. The purpose of this regulation is to assure students their right to due process and fairness within the context of the educational process. When a suspension or expulsion is to take place, attempts to contact the student's parent(s) or guardian(s) will be made before the student is sent home from school.

Short Term Suspension

Section 1: Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, requirements that a student receive counseling, or restriction of extra-curricular activity.

Section 2: Any student may be excluded from the Lyons-Decatur Northeast Schools for a period of time not to exceed five school days in the following circumstances provided that the suspension is assigned under the guidelines provided by Nebraska State Law:

1. If the student has a dangerous communicable disease transmissible through normal school contacts.
2. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others or is extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
3. Student conduct and behavior which may result in short-term suspension are stipulated as follows:

- a. Repeated violation of school regulations
 - b. Interference with the educational process
 - c. Use of tobacco, drugs, alcohol
 - d. Vandalism
 - e. Fighting (as the aggressor - not as in self-defense)
 - f. Use and/or possession of fireworks/weapons
 - g. Excessive displays of affections between students
 - h. Defiance, disruption of school activity.
 - i. Truancy or tardiness
 - j. Petty larceny
 - k. Unsportsman-like conduct involving visiting team/fan delegations
4. Conduct constituting ground for expulsion or long-term suspension as set out in Nebraska Law.

When a student is given a short term suspension, the student is also suspended from and not allowed to participate in all NSAA extra-curricular activities and all other school sponsored activities such as FFA, FBLA, etc. during the duration of the suspension or longer as stipulated in the Athletic/Activity Handbooks.

REPORTING LAW VIOLATIONS AND POLICE CUSTODY AND STUDENT RELEASE TO POLICE, ETC.

Cases of law violations or suspected law violations by students will be reported to the police or other proper authorities, as soon as possible.

When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

STUDENT DISCIPLINE

Short-Term Suspension

Students may be excluded by the principal or the principal's designee from school or any school function for a period of up to five school days on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative staff of the school.
3. The following process will apply to short-term suspension:
 - (a) The party considering the short-term suspension shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
 - (b) Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.

(c) The student shall be afforded an opportunity to explain the student's version of the facts to the person effecting the short-term suspension.

(d) Within 24 hours of such additional time as is reasonably necessary following the suspension, the principal or administrator shall send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity shall be afforded to the student, and the student's parent or guardian, to have a conference with regard to the matter with the principal or administrator ordering the short-term suspension before or at the time the student returns to school. The principal or administrator shall determine who in addition to the parent or guardian shall attend the conference.

Long-Term Suspension-

Long-term suspension shall mean the exclusion of a student from attendance in all schools and grounds within the system for a period exceeding five-school days but less than 20 school days.

Expulsion-

Expulsion shall mean exclusion from attendance in all schools within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct in which the penalty is specified, the expulsion shall remain in effect for the period specified for such conduct. Such action may be modified or terminated by the school district at any time during the expulsion period.

1. Summer 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. The review shall be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the superintendent.

2. Suspension of Enforcement. Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program which the school district deems appropriate for rehabilitation of the student. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: If the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the director, the Superintendent, or the Superintendent's designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the student's participation and conduct has been satisfactory or not shall be made by the Superintendent or Superintendent's designee.

3. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an

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

Mandatory Reassignment. Mandatory reassignment shall mean the involuntary transfer of a student to another school in connection with any disciplinary action.

Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment.

1. The following types of student conduct shall constitute grounds for short-term suspension, long-term suspension, and expulsion or mandatory reassignment, when such activity occurs on school grounds or during an educational function or event off school grounds.
 - (a) Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 - (b) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
 - (c) Sexual assault or attempting to sexually assault any person.
 - (d) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
 - (e) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student.
 - (f) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
 - (g) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
 - (h) Engaging in the unlawful selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia.
 - (i) Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-801, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
 - (j) Truancy or failure to attend assigned classes or assigned activities.
 - (k) Tardiness to school, assigned classes or assigned activities.
 - (l) The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not

limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.

(m) Public indecency as defined in Nebraska statutes, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age.

(n) Repeated violation of any of the rules adopted by the school district or the school.

(o) Engaging in any unlawful activity as determined by the United States or the State of Nebraska.

(p) Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process.

(q) Willfully violating the behavioral expectations for those students riding this school's transportation vehicles.

2. In addition a student may be suspended (short-term or long-term), expelled, or mandatorily reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
3. In addition, a student who engages in conduct on school grounds or during an educational function or event off school grounds, as follows:
 - (a) The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - (b) The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon.

The student shall be expelled for the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.

4. In addition, if the student is determined to have brought a firearm to school, the student shall be expelled from school for a period of not less than one year. The Superintendent may modify such one year expulsion requirement on a case-by-case basis.
5. All of the proceeding are general standards and rules that should be used as a guide by all students. Not all acts of misconduct can be itemized. Students who question whether particular conduct violations school standards or rules should consult with the school's administration. Any conduct which causes, or which creates a reasonable likelihood that it will cause, a substantial disruption in, or a material interference with any school function, activity or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, well-being, or the rights of students themselves or others, or which interferes with the educational environment is prohibited.
6. Any suspension or expulsion of a special education student must comply with the requirements of state and federal law.

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment

The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation and file it with the Superintendent.
2. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent.
3. The superintendent or principal shall either send by registered or certified mail or by personal service to the student and the student's parents or guardian a written notice within two school days of the date of the principal's summary. Said notice shall include the following:
 - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion or mandatory reassignment including a summary of the evidence to be presented against the student as submitted by the principal.
 - (b) The penalties to which the student may be subjected and the penalty which the principal or assistant has recommended in the charge.
 - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
 - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (f) A form for a request for hearing to be signed by such parties and delivered to the superintendent in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. In the event that the superintendent has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the principal or assistant principal, shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the superintendent of schools shall appoint a hearing officer.

5.4 Hearing Procedure

1. **Hearing Officer.** The hearing officer shall be any person designated by the superintendent of schools. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.

2. **Administrative Representative.** The principal or assistant principal may appoint a representative with the responsibility to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.

3. **Notice of hearing.** If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.

4. **Continuance.** Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.

5. **Access to Records.** The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses at any reasonable time prior to the hearing.

6. **Hearing Procedure.** The hearing shall be attended by the hearing officer, the student, the student's parents or guardian, the student's representative, if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative, in addition to other evidence, may present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination or a student may choose not to testify and no conclusion will be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved.

If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. **Availability of Witnesses.** The hearing officer shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.

8. **Record.** The proceedings of the hearing shall be recorded at the expense of the school district.

9. **Findings.** After the conclusion of the hearing, the hearing officer shall prepare and submit to the superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

10. **Review by Superintendent.** The superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the superintendent may not impose a more severe sanction than that imposed by the hearing officer.

11. **Notice of Determination**. Written notice of the findings and recommendations of the hearing officer and the determination of the superintendent of schools shall be made by certified or registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the superintendent shall take immediate effect.

12. **Appeal to Board**. The student, student's parents or guardian may, within seven school days following the receipt of the superintendent's decision, submit to the superintendent of schools a written request for a hearing before the Board of Education.

13. **Review Board of Education**. Upon receipt of the request for review of the superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may reconvene the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction.

The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

H. **Delegation**. The Board of Education hereby delegates to the Superintendent of Schools, or the Superintendent's designee, the responsibility for maintaining discipline in the schools and all power to act or take actions appropriate or necessary in conformance with district policy.

I. **Other District Policies**. This policy shall be construed with other existing district policies, and is intended to bring those policies into compliance with the law. This policy shall control to the extent necessary to bring the district into compliance and, in the event this or any other district policy is determined to be illegal or invalid by a court of competent jurisdiction, the policy of this school district shall be that as required by law.

5.4 Alternative School, Class or Educational Program

It shall be the policy of the Lyons-Decatur School District to not provide an alternative school, class or educational program for expelled students. Except for students who are expelled for knowingly and intentionally possessing, using or transmitting a firearm, the following procedures shall be used in student expulsion cases in addition to all other procedures set forth in Board policy pertaining to expulsion.

1. Prior to the expulsion taking place, a conference shall be held by such administrator as the Superintendent may designate and the parent or legal guardian, the student, such other school representative as the Superintendent may designate and a representative of a community organization if any which has a mission of assisting young people, or a representative of the Sheriff's office, municipal Police office, Probation office or other representative of an agency involved with juvenile justice. The purpose of the conference shall be to develop a plan which shall be in writing and which shall be adopted by the School Administrator and presented to the student and the parent or legal guardian.
2. The plan shall identify educational objectives that the student must achieve in order to receive credits toward graduation. The plan shall also specify financial resources and community programs if any which are or may be available to meet the educational and behavioral objectives of the student as identified in the plan. This policy shall not be construed to prevent the suspension or expulsion of a student provided that such disciplinary actions shall be in accordance with applicable policies of the district.
3. It shall be the policy of the District to require the School Administrator, when calling a conference, to make reasonable efforts to accommodate the schedules of all participants in the conference, provided

however, that any scheduling conflicts, unavailability of certain participants, or refusal of certain participants to attend the conference, shall not prohibit the District from expelling students in a manner otherwise consistent with Board policy.

4. It shall be the duty of the Superintendent or his designee to schedule monthly review for any student who is expelled in order to assess the student's progress toward meeting the specified goals and objectives of the plan. It shall be the duty of any student who is expelled to attend monthly reviews at the time and place determined by the Administration during the course of expulsion.

ACTIVITIES

6.1 School Holidays

School holidays for the 2003-2004 school year are as follows:

Labor DaySeptember 1
Thanksgiving.....November 27-28
Christmas.....December 22 to January 4
 Classes will resume Jan. 5, 2004
Spring Break.....March 12
Easter.....April 8-12
 Classes resume on April 13

6.2 SUSPENSION AND EXPULSION

Policies governing the expulsion and suspension of students from extra-curricular activities will be in accordance with the Nebraska School Activities Association, and the local training rules governing that activity which have been incorporated in board policy.

6.4 WORK FOR EXTRA ACTIVITIES

Students should not be dismissed from academic classes to work on extra curricular activities unless approved by the principal. This work must be done during study periods or after school, and it must be supervised by the sponsoring teacher.

6.5 SCHOOL DANCES

Prom: Junior/Senior Prom activities will be sponsored by the junior class. The junior class will host a banquet at the Decatur center for the senior class, during the banquet students are not allowed to have dates at the social function. The dance will be open to Northeast students in grades 9-12 and their approved dates. Junior high students or dates are **NOT** allowed to attend the Prom nor the Homecoming dance.

To continue a school tradition affirmed by the administration and Board of Education, formal attire will be worn only by the juniors or seniors. Freshmen and sophomores should not wear long formals or tuxedos to the dance. Underclassmen and their dates must dress appropriately (example—Men in dress pants, shirt and tie, -- Women in dress of regular length), no blue jeans or informal attire. Students or their dates who do not meet dress codes or comply with school regulations will not be permitted to attend the Prom or dance. Requests to deviate from the Prom traditions must be approved by the Board of Education and shall be submitted to the administration for consideration by October 1 of the current school year.

Northeast Junior High Students may organize their own dances with their class sponsors and administrative approval; students will follow all school regulations concerning dances. Homecoming is the only dance at which graduates of the preceding year will be admitted to the dance with permission of the administration.

School dances are for Lyons-Decatur Northeast Senior High student (9-12) and their approved dates, out-of-town dates must be registered and approved at the principal's office.

Code of Conduct/Dances—Northeast Students and Dates:

1. No drinking or possession of alcoholic beverages or use or possession of controlled substances or tobacco products.
2. No leaving of the dance and returning at a later time.
3. No wearing of caps or hats in the building.
4. No use of profane language or inappropriate behavior.
5. No public demonstrations of kissing, sitting on the lap of another student or date, or other intimate contacts will be allowed at any dance.
6. Inappropriate attired students will not be allowed at the dance. Examples: Bare midriff, short-short skirts, see-through clothing, baggy pants, or underwear/lingerie worn as the outer/main garment.
7. No jumping into other students while dancing, or throwing students into the air.
8. No lewd, vulgar, profane behavior to including “Dirty Dancing” or sexual acts “Freaking” will be allowed.
9. Students and their dates will be warned or will be asked to leave the dance based on the severity of the incident. Students will be subject to disciplinary action to include suspension or suspension from attending the Homecoming Dance or the next Prom. Seniors who violate this regulation will be subject to loss of their good attendance privileges.

Violations of the student code of conduct will result in the student being removed from the dance, and subject to disciplinary action.

6.6 ELECTION OF OFFICERS

All classes and organizations will elect the following officers: President, Vice President, Secretary, Treasurer and Student Council representative. A student may be president of only one organization.

6.7 ORGANIZATION RECORD KEEPING

All class organizations must keep a detailed secretary and treasurer's report and must properly account for the receipts and disbursements of all funds. The treasurer shall deposit all funds with the school district treasurer and keep all receipts for her. Secretary-Treasurer books are available from the class sponsor and must be turned in to the sponsor at the end of the current school year.

6.8 ORGANIZATIONAL MEETINGS

No organizational meetings may be called without the approval of the advisor. Meetings scheduled during the school day must have the approval of the principal. Organization functions should be planned early in the year and the dates for those functions should be presented to the principal for placement on the school calendar.

6.9 OFFICE OF PRESIDENT

No student may hold the office of President in more than one organization with one exception. A student who is president of a class or an organization is also eligible to become President of the Student Council.

6.10 STUDENT COUNCIL

The Student Council will be comprised of student representatives from each of the classes (9-12) and from each of the organizations. Because of the importance and contributions of this organization, meetings may be held during the regularly scheduled school day and will be called upon the consent of the advisor.

6.11 ELECTIONS

All elections held in the school will be by closed ballot with the sponsor and one other staff member assisting in counting the ballots to determine the winner.

6.12 HOMECOMING

The date for Homecoming shall be decided before each school year begins by the Board of Education and by the administration. The homecoming activities may consist of a pep rally the evening prior to the football game, a school/community pep rally and parade, and the football game followed by a dance. The dance will be open to current Lyons-Decatur Northeast School high school (9-12) students and students who were members of the preceding years graduating class. Election of Homecoming candidates is done by the entire (9-12) high school with the ballot containing the names of all Seniors. Students will vote for 5 King Candidates and 5 Queen Candidates. A later 9-12 school wide election by closed ballot will have these 10 names on the ballot. Students will then vote for 1 King Candidate and 1 Queen Candidate. Ballots will be counted by the Cheer and/or Pom Pon sponsor or any other employee of the school as assigned by the Principal.

6.13 PEP RALLIES

Pep rallies may be held on the afternoon preceding the athletic contest scheduled for the evening. All interscholastic sports will be represented at the rally and representatives from each sport will be given the opportunity to address the assembly. This will include cross-country, football, volleyball, and basketball. Special pep rallies may be called for special occasions such as football playoffs, volleyball tournaments, or honoring state qualifiers, upon the approval of the principal.

6.14 SCHOOL INSTRUMENTS

Students using school owned instruments will be responsible for the upkeep and repair of the instruments while they are using them.

6.15 ATHLETIC EQUIPMENT

All athletic equipment used by students with the exception of their personal equipment must be turned in at the end of that athletic season. Athletes will be held responsible for unnecessary damage or loss of school equipment that has been checked out to them.

6.16 STUDENT FEES POLICY

The Board of Education of Lyons Decatur Northeast adopted the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The district does provide activities, programs, and services to children, which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the district's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposits or rental fees, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the district is required to set forth in a policy its guidelines or a policy for specific categories of students' fees. The district does so by setting forth the following guidelines and policies: this policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. Parents, guardians, and students

are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for clothing required for specified courses and activities.

Students have the responsibility to furnish and wear non-specialized attire, meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiation, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings; teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items

Students have the responsibility to furnish any personal or consumable items for participation in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own equipment or supplies for their own use after school hours or for use after school hours or for use during the school day due to the limited number of District items available to the students. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

While the district will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Where students are provided school property of a significant value which may easily be unintentionally damaged, the instructor should give the parent advance notice of the student being given responsibility for the item and the parent may then direct that the student not be given the item.

(3) Materials required for course projects

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Such materials are subject to the District's fee waiver policy (Section 12).

Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy (Section 12); however, the District is not required to provide for the use of a particular type of musical instrument for any student.

(4) Extracurricular Activities-Specialized equipment or attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The district is not required to provide for the use of any particular type of equipment

or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members shall be the responsibility of the participating student. Equipment, which is ordinarily exclusively, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouthpieces, and the like) are the responsibility of the student participant.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire.

For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(5) Extracurricular Activities-Fees for participation

The District does not generally charge fees for participation in extracurricular activities. Admission fees are charged for extracurricular activities and events.

(6) Post-secondary education costs

Students are responsible for post-secondary education costs. The phrase “post -secondary education costs” means tuition and other fees associated with obtaining credit from a post-secondary educational institute. For a course in which students receive both high school and post-secondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books or other fees, except tuition and other fees associated with obtaining credits from a post-secondary educational institution.

(7) Transportation costs

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

(8) Copies of student files or records

The Superintendent or the Superintendent’s designee shall establish a schedule of fees representing a reasonable cost or reproduction for copies of a student’s files or records for the parents or guardians of such student. A parent, guardian, or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such a fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students’ files or records and no fee shall be charged to search for or retrieve any student’s file or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulation.

(9) Participation in before-an –after-school or pre-kindergarten services

Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(10) Participation in summer school or night school

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(11) Lunch program

Students shall be responsible for the items which students purchase from the District’s lunch program. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a “school store”, a vending machine, a booster club or parent group sale, a book order club, or the like.

Students may be required to bring money or food for the field trip lunches and similar activities.

(12) Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under the United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities; (2) admission fees and transportation charges for students spectators attending extracurricular activities; (3) materials of course projects, and (4) use of a musical instrument in optional music courses that are not extracurricular activities . Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in attending the activity, and prior to purchase of the materials. Materials for course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration in advance; the administration shall apply a standard based on providing materials which are equitable to those purchased for comparable students.

Students shall be provided forms prior to or at the beginning of each school year or upon initial enrollment in the district, which shall permit the district to use information , the student has been provided for qualification in the free or reduced-price lunch program, to determine eligibility for fee waiver and/or which shall provide the information necessary to determine whether a student qualifies for fee waiver because he or she meets the criteria for participation in the free or reduced lunch program.

(13) Distribution for Policy

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

(14) Student Fee Fund

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

6.17 STUDENT FEE SCHEDULE/PROCEDURES/WAIVERS

Secondary Student Fee Schedule

1. Students are responsible for renting or purchasing and maintaining band instruments or attire for participation in optional band courses. The district is not required to provide for the use of a particular instrument for a student. Band shoes and T-shirts are to be purchased by the student.
2. All students are responsible for furnishing minor personal or consumable items.
3. Art students are responsible for furnishing minor personal or consumable items.
4. Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where upon completion, the project becomes the property of the student or is consumed by the student.
5. Field trip students will be expected to pay for meals that accompany a field trip.
6. Students are to provide appropriate shoes and attire for physical education classes.
7. Students are responsible for paying tuition for summer school, night school, correspondence classes, and for college/university dual-credit classes offered in the regular classrooms or distance-learning classes. All additional academic course work must be approved by the school district. Students are only allowed to take two approved classes per school year for correspondence or summer school.
8. All sports: all shoes, some practice attire, and uniforms that are kept by the student are to be provided by the student. Students are required to clean school uniforms.

9. Copy costs: students may request one free copy of student records, any additional copy will cost \$.15 per sheet.
10. Activity tickets may be purchased by all students for \$25.00, optional.
11. Club and organizational membership is optional, dues range between \$5 to \$20, depending on club or organization.
12. Class dues: all students will pay class dues. Dues are used for memorials, students in the hospital, prom decorations, graduation activities, and general class activities. Cost is: Junior High - \$5.00 per semester or a total of \$10.00 for one school year. High School - \$10.00 per semester or a total of \$20.00 for one school year.
13. Senior graduation expenses: class dues and fundraising activities are the principal source of funding. Other expenses for banquets, pictures, announcements and prom are optional. The Graduation Ceremony is an extra-curricular activity.
14. Cheerleader/Pom Pon Squad uniforms: estimated cost is \$185 to \$300. Camp attendance is optional.

Procedures-

- A. Dollar amount assessments will not be made for general supplies for a class project. Only dollar amounts directly associated with actual materials and cost of a project to be taken home may be requested, as long as the fee fairly represents the actual cost of the project or consumed item.
- B. Students have the responsibility to pay for dues to belong to any extra-curricular club or organization, and to pay for attendance at any of their related activities.
- C. Fees to attend conferences, conventions, etc., of these organizations where participation is voluntary, will be the responsibility of the student.

Fee Waiver Information

Students who qualify to receive free or reduce price meals under the U.S. Department of Agriculture Child Nutrition Program guidelines, may be granted a fee waiver. Waivers are not automatically granted. Parents must apply to receive a fee waiver. Please contact the district Superintendent to begin the application process. Applicants will be required to provide proof of income eligibility (Examples – Current W-2 forms, 1040 Tax Return, etc.).

Deadline is September 3, 2003.

6.18 ACTIVITY TICKETS - OPTIONAL

In order to make the activities program possible at a low cost to the student, an activity ticket is made available to all students. This ticket entitles the purchaser to participate in, or be a spectator at most activities on the regular schedule. The cost of this ticket is \$25.00 for the school year.

Families with three or more students in grades 7-12 may purchase activity tickets for those three or more students for a maximum of \$55.

Students who do not purchase an activity ticket and are either a participant or spectator may buy a ticket on a game to game basis.

The Band and Pom Pon participants will receive partial refund to their organizations because of differences in time and preparation, frequency of appearances, and funding policies.

Adults may purchase an athletic pass good for all home football, basketball, and volleyball contests on the regular schedule. The cost for an Adult pass is \$40.00.

Admission to regular athletic/conference games is \$3.00 for adults and students for the 2003-2004 season.

GRADUATION REQUIREMENTS, GRADES, REPORT CARDS, PARENT TEACHER CONFERENCES

7.1 Graduation Requirements For Northeast High Students

Requirements for graduation from Northeast High School are as follows: 220 semester hours of credit -5 hours of credit are given for most courses per semester. Requirements are as follows: 220 hours in 1996 and there after.

The standard program to include:

| | | | | | |
|-----------------|--|----------|---------------------|--------------|----------------------|
| •English | Four years | 40 hours | •Speech | One Semester | 5 hours |
| •Math | Two years | 20 hours | •Physical Education | One year | 10 hours |
| •Science | Two years | 20 hours | •Word Processing I | One year | 10 hours |
| •Social Studies | (One Semester Global Studies) 35 hours | | | | |
| | •World History | | •American History | | •American Government |

The remaining hours must be obtained by elective courses. Students are classified as to grade level according to the number of credits earned towards graduation:

| | | | |
|----------------------|--------------------|--------------------|---------------------------|
| 50 hours - Sophomore | 110 hours – Junior | 160 hours - Senior | 220 hours - Graduation |
|----------------------|--------------------|--------------------|---------------------------|

7.2 Scholastic Credit

Five credits will be awarded for high school classes per semester (10 credits per year) for all classes passed by enrolled high school students.

7.3 Report Cards and Grading

Report Cards

Report cards are issued at the end of each quarter, or nine-week sessions. Letter grades are used to designate a student's progress. Incompletes shall be designated by an "INC". Students have two weeks after the end of the quarter to make up incomplete work. Failure to do so will cause the grade to change to a "NC" (No Credit). No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

Grades will be given as follows: (4) A-100/93, (3) B-92/85, (2) C-84/77, (1) D-76/70, F-69/below, INC- Incomplete. Grades will be recorded each semester on the student's permanent records. Various supplemental reports will also be sent to parents throughout the school year concerning the student's work. These reports may describe student work of an exceptional nature or work that has endangered the student of failing. These reports may be sent out at any time during the nine week grading period.

7.35 INCOMPLETES AND CONDITIONS

Incompletes given the first, second, or third quarter must be removed by the end of the next grading period. Incompletes will be considered as failing until removed. No grades of incomplete will be recorded at the end of the fourth quarter unless approved by the counselor and the principal.

Conditions may be given at the end of the 1st semester of a two-semester core course in grades 7 and 8 if the teacher believes that the student will gain sufficient mastery of the material during the second semester. Significant improvement in class work may be a prime consideration.

First semester conditions/grades require the approval of the counselor and the principal and are considered as failing grades until removed at the end of the second semester.

In grades 9-12, courses are passed or failed on a semester basis. In most cases, a failed first or second semester of a required course semester course will result in the student re-taking the failed semesters work again. The student will be expected to successfully complete the failed required course.

Students may bring in up to two approved accredited classes during the summer to acquire credits towards graduation as a result of failed classes during the school year. A formal request must be made to the principal's

office and approved by the Board of Education for the student to receive credit for a course or courses (passing grade) for summer academic work.

7.36 Honesty

Northeast School expects all students to maintain high standards of honesty in their academic endeavors. Academic dishonesty includes but is not limited to, cheating on a test or other class work, plagiarism (the appropriation of another's work and the unacknowledged incorporation of another's work) and collusion (the unauthorized collaboration with another person in preparing work). Should a student be found guilty of academic dishonesty, the student will receive a failing grade (0%) on the work in question. This could also lead to being dropped from class.

7.4 Parent-Teacher Conferences

Parent-Teacher Conferences will be held at least once during the regular school year. The first one will be held near the end of the first quarter.

7.5 Drop and Add

If after registering for an elective subject, you feel you cannot carry that subject, you may make a request with the Guidance Counselor within one week after the beginning of a semester to drop the subject. A signed statement from your parents must accompany a request to drop a subject, however, a new course must be selected.

7.6 Honor Graduated & Distinction Graduates

The top 25% of the graduating seniors attaining the highest grade point average shall be designated as honor graduates. Appropriate honors shall be awarded these students. Those students ranking in the top 10% will be denoted the Graduates with Distinction and have the honor of addressing their class and public during the commencement exercises.

7.7 Class Rank System

Beginning with the class of 1985, students will determine their class rank by the grades they receive in various classes. A student's class rank is determined by the grades they receive in various classes. The points granted for grades given in each class are as follows:

Ranking points

| GRADE | PERCENTAGE | HONORS | ACADEMIC | OTHER |
|-------|------------|--------|----------|-------|
| A+ | 99-100 | 8.0 | 6.5 | 5.5 |
| A | 95-98 | 7.5 | 6.0 | 5.0 |
| A- | 93-94 | 7.0 | 5.5 | 4.5 |
| B+ | 91-92 | 6.5 | 5.0 | 4.0 |
| B | 87-90 | 6.0 | 4.5 | 3.5 |
| B- | 85-86 | 5.5 | 4.0 | 3.0 |
| C+ | 83-84 | 5.0 | 3.5 | 2.5 |
| C | 79-82 | 4.5 | 3.0 | 2.0 |
| C- | 77-78 | 4.0 | 2.5 | 1.5 |
| D+ | 75-76 | 3.0 | 2.0 | 1.0 |
| D | 72-74 | 2.5 | 1.5 | 0.5 |
| D- | 70-71 | 2.0 | 1.0 | 0.3 |
| F | Below 70 | 0.0 | 0.0 | 0.0 |

Class rank will be determined in the following formula:

Class rank points = Class rank average - graded classes.

Example - student has total of 23 points in 4 classes = 5.7500
and ranks 8th below students who have higher class rank.

Grade point average will be determined in the following formula:

Example - A=4 points; B=3 points; C=2 points; D=1 point

A student with 4 classes, all A's (4 X 4=16 - 4) has a 4.00 GPA.

The following is a listing of courses and their appropriate category:

HONORS

ACADEMIC(cont.)

SPECIAL

EDUCATION

Accounting II (D.L.)

Calculus (D.L.)

Advanced Math

Algebra II

Biology

Chemistry

Geometry

Physics

Psychology (D.L.)

Composition (D.L.)

Accounting I

Word Process./Computer Applic.

Applied Communications

Tech. Systems

Woods I

Weight Training

PE I & II

Advanced PE I & II

Art I

Art II

Spanish I

Spanish II

American History

World History

Global Studies

American Government

Ethnic Studies

General Math

Algebra I

Transitional Algebra

Pre-Algebra

Chorus

Band

Office 2000 (D.L.)

Parenting (D.L.)

Career Prep (D.L.)

Resource Social St.

Resource English

Resource Math

Resource Science

ACADEMIC

English 9

English 10

English 11

English 12

English 10-12

Speech

American Literature

Science 9

Science 10

Personal Finance

Power Ag Mechanics

Ag 9

Ag 10

Ag 11

Ag 12

Distance Learning Classes (D.L.)– All students taking dual-credit classes will pay for tuition and college fees.

7.8 National Honor Society

1. Membership in the National Honor Society is based on Scholarship, Leadership, Service and Character.
2. Candidates eligible for the National Honor Society shall have at least a "B" average (87%).
3. The election of members in each chapter shall be by the faculty as described below.

Scholarship - Points in scholarship are determined by grade average as of the end of the 1st semester of the election year. Approximately 50% of a student's total points will be determined by scholarship.

Leadership - The highest value possible is 30 points.

Service - The highest value possible is 30 points.

Character - The highest value possible is 30 points.

The teacher will receive, in addition to these instructions, ballots to vote for each member on leadership, service, and character. The instructions given by the Guidance office will be followed and the teacher will rate each of the names listed on the ballot under three headings: Leadership, Service, and Character. Each of the three headings are given again divided into three or four parts, Leadership, Service, and Character. For detail questions in regard to the evaluation instrument, please contact the Guidance office for a copy of the

nomination form. A committee of 3 to 5 teachers will use the results of the ballots to select and determine the new Honor Society Members. There is no longer a quota system on the Honor Society.

7.9 Honor Roll

Each semester an honor roll will be published citing the accomplishment of Northeast High School students. The honor will consist of the following categories:

- Distinction-Students receiving all A's in their course work.
- Honor Roll-Students receiving A's in 50% or more of their classes with no grade lower than a B.
- Honorable Mention-Students earning at least 2 A's with no grade lower than a B.

GUIDANCE AND COUNSELING

Guidance Services:

The Lyons-Decatur Northeast Schools employs a guidance counselor for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see the counselor, stop by the counselor's office and make arrangements for an appointment.

8.1 Goals

The goal of the guidance program is to develop within the student an understanding and acceptance of him/herself and others so that the student can make intelligent social, educational, and vocational decisions.

8.2 Support Services

Services to be provided by the guidance counselor are listed:

1. Personal counseling.
2. Planning secondary school programs.
3. Scheduling of classes.
4. Administering tests.
5. Planning for post-secondary education.
6. Becoming aware of a variety of careers.
7. Conferring with parents regarding student progress.

Counseling services are provided to assist the student as much as possible. Feel free to visit with the counselor at any time regarding any matter you wish to discuss.

Section 1 Special Education Identification And Placement Procedures:

What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

How are Students With Disabilities Identified?

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a

conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

Independent Evaluation

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

Reevaluation

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

Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free

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

Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the school district in providing educational services.

Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Lyons-Decatur Northeast Schools district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Lyons-Decatur Northeast District Offices.

Section 2 Health Services:

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse, principal, or designee, that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Lyons-Decatur Northeast for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

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

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

8.3 STUDENT RECORDS/RELEASE OF INFORMATION

The Lyons-Decatur Northeast School maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his/her education and may include but are not limited to the following types of records: identification data, record of achievement, attendance data, family background data, aptitude test, educational and vocational plans, honors and activities, discipline data, objective counselor and teacher ratings and observations, external agency reports.

The records of each student are generally kept in the building in which the student attends classes. Any exception will be noted in the student's other records or by the person in charge of record maintenance for each school building. The person designated to be in charge of records in each building is the building principal or his/her designee.

The following persons, agencies and organizations may have access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- A. School officials, teachers, and Educational Service Unit personnel with a legitimate educational interest.
- B. Officials of other schools in which the student proposes to enroll.
- C. Representative of state and local government when auditing and evaluating Federal educational programs
- D. Officials connected with a student's educational financial aid applications.
- E. Government officials to which information is to be reported under state law adopted prior to November 19, 1974.
- F. Organizations which process and evaluate standardized tests.
- G. Accrediting organizations for accrediting purposes.
- H. Parents of dependent children, regardless of the child's age.
- I. Appropriate parties in a health or safety emergency.

Students' records are reviewed and inappropriate material destroyed periodically, those records not of permanent importance are destroyed within five years after graduation or discontinued attendance.

Parents of students under 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the record explained.

The principal or his/her designee, in charge of each attendance center, may release the following types of information to the public when appropriate, keeping in mind the privacy of the student, and the student's family and the totality of the circumstances: name, address, telephone, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and other similar information. To prevent the public release of such information, a parent must file a written objection with the principal. Students and parents may file with the Department of Education, complaints concerning alleged failures of the school district or comply with federal legislation dealing with student records. Correspondence would be addressed to: The Family Educational Rights and Privacy Act Office, Department of Education, Switzer Building 330C. Street S.W., Washington, D.C. 20201.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Lyons-Decatur Northeast, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Lyons-Decatur Northeast may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Lyons-Decatur Northeast to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity programs, example- showing height, weight and year of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require public schools receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the public school that they do not want their student's information disclosed without their prior written consent. If you do not want Lyons-Decatur Northeast to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the end of the first week of the first semester, or for new students, within the first week of enrollment. Lyons-Decatur Northeast has designated the following information as directory information:

- | | |
|--------------------------|---|
| -Student's name | -Dates of attendance |
| -Grade level | -Major field of study |
| -Date and place of birth | -Participation of officially recognized activities and sports |
| -Address | -Weight and height of members of athletic teams |
| -Telephone listing | -Degrees, honors, and awards received |
| -Electronic mail address | -The most recent educational agency or institution attended |
| -Photograph | |

6840-- ILLEGAL DRUGS, ALCOHOL AND OTHER DRUGS:

It shall be the policy of Burt County School District No. 20:

To provide each student of the District a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. Such standards of conduct and the District's policy of disciplinary sanctions that may be taken for violation of such standards of conduct shall be given to each student and his/her parent or parents or guardian prior to the commencement of each school year on a form to be developed by the administration or Board of Education.

It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violation of such standards of conduct. The receipt shall be issued in duplicate and shall contain in prominent letters the following language: "THIS RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING BURT COUNTY SCHOOL DISTRICT NO. 20 HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXACTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTUION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HERINABOVE DESCRIBED AND THAT COMLIANCE WITH THESE STANDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination:

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Lyons-Decatur Northeast, and all others who interact with Lyons-Decatur Northeast are hereby notified that the Lyons-Decatur Northeast does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

Section 2 Designation of Coordinator(s):

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Lyons-Decatur Northeast, PO Box 526, Lyons, NE 68038, (402) 687-2363.

| Law, Policy or Program | Issue or Concern | Coordinator |
|---|--|----------------|
| Title VI | Discrimination or harassment based on race, color, or national origin; harassment | Superintendent |
| Title IX | Discrimination or harassment based on sex; gender equity | Superintendent |
| Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA) | Discrimination, harassment or reasonable accommodations of persons with disabilities | Superintendent |
| Homeless student laws | Children who are homeless | Superintendent |
| Safe and Drug Free Schools and Communities | Safe and drug free schools | Superintendent |

Section 3 Anti-discrimination & Harassment Policy:

Elimination of Discrimination. The Lyons-Decatur Northeast Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students.

Purpose: Lyons-Decatur Northeast is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Lyons-Decatur Northeast will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Lyons-Decatur Northeast. If a satisfactory arrangement cannot be obtained through the Superintendent of Lyons-Decatur Northeast, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent of Lyons-Decatur Northeast will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973:

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.

4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

Section 5 Notification of Rights Under FERPA:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

NOTICE CONCERNING DIRECTORY INFORMATION

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Section 6 Notice Concerning Disclosure of Student Recruiting Information:

The No Child Left Behind Act of 2001 requires Lyons-Decatur Northeast to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Lyons-Decatur Northeast not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Lyons-Decatur Northeast will comply with any such request.

Section 7 Notice Concerning Staff Qualifications:

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Lyons-Decatur Northeast will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Lyons-Decatur Northeast will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Section 8 Student Privacy Protection Policy:

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

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third

party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

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

Right of Parents to Inspect Instructional Materials: Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for

such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;

8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section 9 Parental Involvement Policies:

A. General - Parental/Community Involvement in Schools:

Lyons-Decatur Northeast Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Lyons-Decatur Northeast's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' wellbeing.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

B. Title I Parental Involvement Policy:

This Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act of 2001. Lyons-Decatur Northeast has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Lyons-Decatur to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of Lyons-Decatur Northeast that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory

committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program shall:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Section 10 Homeless Students Policy:

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

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

Homeless Coordinator: The Superintendent shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless

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

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the Lyons-Decatur Northeast, and the homeless child continues to live in the Lyons-Decatur Northeast, transportation to and from the school or origin shall be provided by the Lyons-Decatur Northeast; and (2) if the homeless child lives in a school other than the Lyons-Decatur Northeast, but continues to attend the Lyons-Decatur Northeast based on it being the school of origin, the new school and the Lyons-Decatur Northeast shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

Section 11. Lunch Programs:

The Lyons-Decatur Northeast Schools has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and

reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.

6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
 - A publicly-announced, simple method for making an oral or written request for a hearing.
 - An opportunity to be assisted or represented by an attorney or other person.
 - An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
 - Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
 - An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
 - An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
 - The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
 - The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following attachments will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure