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Lyons-Decatur Northeast Public Schools Parent-Student Handbook

400 South 5th Street, PO Box 526
Lyons, Nebraska 68038-0526
District Office Phone: 402-687-2363

Dear Northeast Students:

We would like to welcome everyone to the 2019-2020 school year and let you know how honored we feel to serve as your principals. Lyons-Decatur Northeast is a great place for all of us to be. We are looking forward to working with such great students, teachers, and parents of our school district. Our goal as an educational institution is to provide you with the best possible education and safest climate while helping you reach your academic goals. We challenge you to excel academically and prepare yourself for the future. We encourage you to participate in our activity program to grow physically, emotionally, and socially. Your success at Lyons-Decatur Northeast lies in your effort and involvement. In everything you do, do your best.

The Student Handbook has been prepared to assist all students, parents, and teachers in understanding school procedures and policies. The handbook contains general information as well as specific policies, procedures, rules, and regulations. This information will be of great value in helping you adjust to our school and becoming an integral part of it.

During the school year, you will be faced with challenges, experience success, and encounter setbacks. But in each instance, you'll learn valuable lessons for life. Your greatest challenge is to use your talents to reach your goals and become the best at whatever you choose to do. It takes a great deal of confidence, self-discipline, and hard work to be successful. Set your goals, make a commitment, and then work hard to achieve them. The faculty, administration, coaches, and sponsors are all here to help you, so seek them out when you have questions.

Weston Swanson (Secondary Principal) and Brenda Totten (Elementary Principal)

Lyons-Decatur Northeast Schools – Established in 1984

SCHOOL COLORS
MAROON, WHITE, AND GOLD
SCHOOL MASCOT
COUGARS

BRLD Coop Sports
Mascot: Wolverines
Colors: Black, UCLA Blue, and Gold

Section 1 Intent of Handbook

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

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

Section 2 Members of the Board of Education

Mr. Trevor Preston	President	trevorpreston@lyonsdecaturschools.org
Mrs. Lisa Christiansen	Vice President	lisachristiansen@lyonsdecaturschools.org
Mr. Jim Vlach	Secretary	jamesvlach@lyonsdecaturschools.org
Mr. Reece French	Member	reecefrench@lyonsdecaturschools.org
Mrs. April Archer	Member	aprilarcher@lyonsdecaturschools.org
Mr. Chad Brehmer	Member	chadbrehmer@lyonsdecaturschools.org
Mr. Corey Petersen	Member	coreypetersen@lyonsdecaturschools.org
Mr. Evan Myers	Member	evanmyers@lyonsdecaturschools.org
Mrs. Jaime Bacon	Member	jaimebacon@lyonsdecaturschools.org

Section 3 Administrative Staff

Mr. Fred Hansen	Superintendent	fhansen@lyonsdecaturschools.org
Mrs. Brenda Totten	Elementary Principal	btotten@lyonsdecaturschools.org
Mr. Weston Swanson	Secondary Principal	wswanson@lyonsdecaturschools.org
Mr. John Bellar	Guidance Counselor	jbellar@lyonsdecaturschools.org
Mr. Bruce Knaak	Athletic Director	bknaak@lyonsdecaturschools.org

OFFICE PERSONNEL

Mrs. Beth Doht	Bookkeeper	bdoht@lyonsdecaturschools.org
Mrs. Laurie Long	Receptionist/Secretary	llong@lyonsdecaturschools.org
Mrs. Wendy Phillips	Principal's Secretary	wphillips@lyonsdecaturschools.org

ESU 2 STAFF

Mr. Phil Scherer/Ms. Abigail Kostic	School Psychologists ESU2	
Mrs. Amber Lingle	Speech Pathologist ESU2	alingle@esu2.org
Mrs. Ashley Johnson	Occupational Therapist ESU2	ajohnson@esu2.org

Section 4 Teaching Staff

SECONDARY

Mrs. Katie Mace	English/Language Arts	kmace@lyonsdecaturschools.org
Mrs. Rachel Alitz	Spanish/English	rchamberlain@lyonsdecaturschools.org
Mr. Bruce Knaak	Math	bknaak@lyonsdecaturschools.org
Ms. Megan Sovde	Math	mlong@lyonsdecaturschools.org
Mr. Paul Timm	Science	ptimm@lyonsdecaturschools.org
Mr. Mason Vrbka	Social Studies/History	wswanson@lyonsdecaturschools.org
Mr. Kevin Anderson	Agriculture Education	kanderson@lyonsdecaturschools.org
Mrs. Janelle Seagren	Business Education	jseagren@lyonsdecaturschools.org
Mr. Dan Maresh	Art	dmaresh@lyonsdecaturschools.org
Mr. Aaron Stemen	Physical Education/Health	astemen@lyonsdecaturschools.org
Mr. Lauren Boyer	Music	lboyer@lyonsdecaturschools.org
Mrs. Joni Hegge	SPED Director/ SPED 9-12	jhegge@lyonsdecaturschools.org
Mrs. Melissa Brokaw	Special Education 5-8	mbrokaw@lyonsdecaturschools.org
Mr. Gary Loftis	Technology Coordinator/Science	gloftis@lyonsdecaturschools.org

ELEMENTARY

Mrs. Tina Ronnfeldt	Pre School	tronnfeldt@lyonsdecaturschools.org
Mrs. Mackenzie Kahlandt	Kindergarten	mkahlandt@lyonsdecaturschools.org
Mrs. Wanda Brovont	1st Grade	wbrovont@lyonsdecaturschools.org
Mrs. Melissa Wakeley	2nd Grade	mwakeley@lyonsdecaturschools.org
Mrs. Marti Potadle	3rd Grade	mpotadle@lyonsdecaturschools.org
Mrs. Kendra Boden	4th Grade	kboden@lyonsdecaturschools.org
Mr. Steve Hosch	5th Grade	shosch@lyonsdecaturschools.org
Mrs. Carrie Andersen	6th Grade	candersen@lyonsdecaturschools.org
Mrs. Deb Hightree	Special Education	dhightree@lyonsdecaturschools.org
Mrs. Rachel Dolezal	Title I Coordinator	rdolezal@lyonsdecaturschools.org
Mr. Mason Alitz	SPED/Title 1/PAWS	btotten@lyonsdecaturschools.org
Mrs. Jill Anderson	Special Education	janderson@lyonsdecaturschools.org
Mrs. Melissa Smith	Media Specialist/Librarian	msmith@lyonsdecaturschools.org
Mr. Dan Maresh	Art	dmaresh@lyonsdecaturschools.org
Ms. Lauren Boyer	Elementary Band	msmoot@lyonsdecaturschools.org
Mrs. Megan Engel	Music	mreppert@lyonsdecaturschools.org
Mr. Aaron Stemen	Physical Education	astemen@lyonsdecaturschools.org

Section 4 Support Staff

TEACHER ASSISTANT

Mrs. Vicki Brehmer	Elementary Library Assistant
Ms. Sherri Whitaker	Secondary Library Assistant

Mrs. Shawn Parks	Paraprofessional	
Mrs. Julie Svendsen	Paraprofessional	
Mrs. Brittnie Owen	Paraprofessional	
Mrs. Brenda Heckenliable	Paraprofessional	
Mrs. Julie Brehmer	Paraprofessional	t
Mrs. MaKenna McCulloch	Paraprofessional	
Mrs. Christine Blevins	Paraprofessional	
Mrs. Zoe Larsen	Paraprofessional	
Mr. Bren Shatto	Paraprofessional	
Ms. Lisa Simonsen	Paraprofessional	
Mrs. Heather Lauritzen	Paraprofessional	
Ms. Ruth Weiland	Paraprofessional	

Mr. Paul Cash	Maintenance Engineer	
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COOKS

Mrs. Brenda Sears	Head Cook
Mrs. Janelle Collins	Cook
Ms. Ashli Lininger	Assistant Cook

ROUTE DRIVERS

Mr. LeRoy Alford	Bus/Van Driver
Mr. David Armstrong	Bus/Van Driver
Mr. Scott Phillips	Van Driver
Mrs. MaKenna McCulloch	Van Driver
Mrs. Rhonda Hansen	Van Driver
Ms. Michele Richards	Van Driver

2019-20 Athletic Coaching Staff

Football:	Dan Maresh Mason Alitz Mason Vrbka T.J. Hilsinger	Head Coach Assistant Coach Assistant Coach Assistant Coach
JH Football:	John Bellar Bruce Knaak Lance Sovde	Head Coach Assistant Coach Assistant Coach
Volleyball:	Allie Tietz Paige Raasc Aaron Stemen Mindy Nottleman	Co-Head Coach Co-Head Coach Assistant Coach Assistant Coach
JH Volleyball:	Kendra Boden Paige Swanson	Head Coach Assistant Coach
Girls Golf (Coop):	Bob Ranier	Head Coach (Pender)
Cross Country:	Paul Timm	Head Coach
Softball (Coop)	Kari Bodwell	Head Coach (Pender)
JH Cross Country:	Steve Hosch	Head Coach
JH/HS Wrestling:	Lance Sovde Daniel Bridges Gary Loftis	Head Coach HS Assistant Coach JH Assistant Coach
Boys Basketball:	Cory Meyer Aaron Stemen Mathew Wegner	Head Coach Assistant Coach Assistant Coach
JH Boys Basketball:	Bruce Knaak Matt Kai	Head Coach Assistant Coach
Girls Basketball:	Rod Peters Megan Sovde Matt Wegner	Head Coach Assistant Coach Assistant Coach
JH Girls Basketball:	Caleb Hansen Mason Alitz	Head Coach Assistant Coach
Girls and Boys Track:	Megan Sovde T.J. Hilsinger John Bellar Rod Peters	Head Girls Coach Head Boys Coach Assistant Coach Assistant Coach
JH Track:	Aaron Stemen Mason Alitz Mindy Nottleman Toni Goeken	Head Boys Coach Head Girls Coach Assistant Coach Assistant Coach
Baseball (Coop):	Clay Haymart Waylon Carlson	Head Coach Assistant Coach
Boys Golf:	Bruce Knaak	Head Coach
Cheer Squad:	Rebecca Schmeckpepper	Sponsor
Athletic Directors:	Bruce Knaak 400 S 5th Street Lyons, NE 68038 phone: (402)687-2363 Email: bknaak@esu2.org	Mike Sjuts 708 Main St Bancroft, NE 68004 (402) 648-3336 msjuts@esu2.org

2019-20 LDNE Cougars Activity Sponsors

WEIGHTS	Coach	Dan Maresh
PEP BAND	Director	Lauren Boyer
VOCAL MUSIC	Director	Lauren Boyer
MOCK TRIAL	Coach	John Bellar
HONOR SOCIETY	Sponsor	Paul Timm
FFA	Sponsor	Kevin Anderson
FBLA	Sponsor	Janelle Seagren
	Assistant Sponsor	Katie Mace
ONE ACTS	Director	Katie Mace
QUIZ BOWL	Sponsor	Paul Timm
SPEECH	Head Coach	Melissa Brokaw
	Assistant Coach	Janelle Seagren
STUDENT COUNCIL	Sponsor	Megan Sovde
YEARBOOK	Sponsors	R. Alitz/J. Seagren
Spring School Play	Director	Steve Hosch
High School SAT	Director	Paul Timm
Elementary SAT	Director	Rachel Dolezal
12TH GRADE	Sponsor	Katie Mace
11TH GRADE	Sponsors	Joni Hegge / Janelle Collins
10th GRADE	Sponsor	Melissa Browkaw
9th GRADE	Sponsor	Bruce Knaak
8th GRADE	Sponsor	Rachel Alitz
7th GRADE	Sponsor	Paul Timm

“EMPOWER ALL STUDENTS TO ACHIEVE”

WE BELIEVE...

...all people have strengths.

...all people can learn.

...education must adapt to societal needs.

...learning is a lifelong process.

...all people benefit from a safe, positive, and respectful environment.

...education is a cooperative responsibility of students, families, school, and community.

...all people need to develop foundational skills.

Section 2 Goals and Objectives

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

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.

4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
8. A school system that demonstrates accountability to the school community. School staff periodically assesses and report student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and insure accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

Section 3 Mutual Respect

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

Section 4 Complaint Procedures

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

1. Complaint procedure
- Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
- Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.
- Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.
- Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

Section 1 Daily Schedule

<u>Regular JH/HS Bell Schedule</u>			<u>Elementary Schedule</u>		
1st Period	8:15	9:05	7:50	Doors open for breakfast	
2nd Period	9:08	9:58	8:15	Classes Begin	
3rd Period	10:01	10:51	11:25	Grades K-3 Lunch	
4th Period	10:54	11:44	11:55	Grades 4-6 Lunch	
5th Period	11:47	12:37	3:30	Dismissal	
LUNCH	12:37	1:04			
6th Period	1:07	1:57		<u>Bus Schedule</u>	
7th Period	2:00	2:50	7:35A.M.	<u>Decatur Departure Time</u>	
			3:50		
8th Period	2:53	3:43	P.M.	<u>Lyons Departure Time</u>	
			4:15 P.M.	<u>Decatur Drop off Time</u>	

P2T Van leaves at 12:05pm -Returns at 2:55pm

Preschool Van Schedule

Morning PK	Departure: 7:35
	Drop Off: 11:55
Afternoon PK	Departure: 11:30
	Drop Off: 3:50

Section 2 Shortened Schedules

<u>10:00 O'Clock Late Start</u>			<u>2:00 O'Clock Dismissal</u>		
1st Period	10:00	10:32	1st Period	8:15	8:54
2nd Period	10:35	11:08	2nd Period	8:57	9:36
3rd Period	11:11	11:44	3rd Period	9:39	10:18
5th Period	11:47	12:37	4th Period	10:21	11:01
LUNCH	12:37	1:04	6th Period	11:04	11:44
4th Period	1:07	1:44	5th Period	11:47	12:37
6th Period	1:47	2:24	LUNCH	12:37	1:04
7th Period	2:27	3:04	7th Period	1:07	1:32
8th Period	3:07	3:43	8th Period	1:35	2:00

<u>Bus Schedule</u>		<u>Bus Schedule</u>	
9:20 A.M.	Decatur Departure Time	7:35 A.M.	Decatur Departure Time
3:50 P.M.	Lyons Departure Time	2:10 P.M.	Lyons Departure Time

1:00 O'Clock Dismissal

1st Period	8:15	8:45
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2nd Period		8:48		9:18
3rd Period	9:21			9:51
4th Period		9:54	10:24	
5th Period	10:27			10:57
6th Period		11:00	11:30	
7th Period	11:33			12:03
8th Period		12:06		12:34
Lunch		12:37		1:00

Bus Schedule

7:35 A.M.	Decatur Departure Time
1:10 P.M.	Lyons Departure Time

DECATUR SHUTTLE PRIVILEGES/PROCEDURES

Any students who are in an activity and wish to use the shuttle van to Decatur must sign up in the front office prior to 3:00 pm the day of the activity. If a student is to sign up for the shuttle, but not ride without giving any notification to the front office, they will lose privileges for one (1) week for the first offense and two (2) weeks of lost privileges for the 2nd offense. The same consequences occur if a student was to ride the shuttle, but not sign up for it.

Severe Weather and School Cancellations

Radio		Television	
KWPN - West Point	107.9 FM	WOWT	NBC - Omaha
KTIC - West Point	840 AM	KTIV	NBC - Sioux City
KFAB - Omaha	1110 AM	KETV	ABC - Omaha
		KMTV	CBS - Omaha

We will be using the SwiftK12 (**Part of Power School**) to broadcast **special** school schedule changes such as delay or cancellation of school due to inclement weather. Phone numbers and email addresses on file in the Power School program will be used for communication. Reminder to call school should a change of phone numbers be needed. Those numbers that are placed into Power School (for example, if there is a snow day), call with an automated message telling you there will be no school. Please call the school if you have questions about this program.

The Superintendent may close public school in case of severe weather. Representatives of the Superintendent’s staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, preschool, student activities).

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits.

In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media. **Parents should have a plan in place to accommodate these circumstances.**

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

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

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

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 (Laura Holtz) or her designees, Mrs. Phillips, Mrs. Long or Mrs. Doht.
 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.

FIRE DRILL BUILDING EVACUATION

- Elementary Library, Rooms 305, 306, 308 and 310 - Go down the North stairs, exit the Northwest doors, go to North sidewalk and go West to the corner.
- Rooms 301, 302, 303, 304, and 304B - Go down main stairs, exit the breezeway North doors. Proceed to 5th Street.
- Rooms 205, 207 and 208 - Go down North stairs, exit the Northwest doors. Go to North sidewalk, go east to the corner.
- Rooms 201, 202, 203, 206, Prin.Office-Go down main stairs, exit the breezeway North doors. Go to the North parking lot.
- Rooms 100, 102 and 104 - Go up South ramp leading to gym, exit the East door located just before the gym entrance. Proceed east on the playground.
- Kindergarten Room (103) and Pre-School room (105) – Go to cafeteria, exit the North doors, go to the Northeast corner.
- Room 106, 107 and 108 - exit the breezeway North doors. Proceed to 5th Street.
- Rooms 109, 110, and 111 - Exit the main entrance, proceed to the West parking lot.
- Rooms 121, 122, 124, 126/H.S. Library - Exit the Southwest door, proceed to the South parking lot.
- Cafeteria and School Counselor Office -Use the North cafeteria exit and proceed to the North parking lot.
- Voc. Ag. Classroom and Shop, Woods Shop - Use main entrance, bear right to 5th Street
- Big Gymnasium -Use South doors, proceed to the middle of the practice field.
- Boys’ Locker Rooms and Coaches’ Offices -Go to South exit proceed to middle of the practice field.
- Girls' Locker Rooms - Exit through the east door in the Jr. High Locker Room. Proceed to 6th Street.

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 (1) second of silence.

- Rooms 106, 107, 108, 109, 110 and 111 - go to high school restrooms, with overflow outside the restroom area in the hall.
- Superintendent's office area - go to the workroom.
- Rooms 121, 122, 124, and 126 – go to the teacher workroom, with overflow outside the workroom in the hallway.
- Faculty lounge - 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.
- Cafeteria & Kitchen – go to the hallway by room 101 and the Faculty lounge.
- Room 100 – go to the storage closet area under the North side of the double stairway.
- Rooms 101, 102, and 104 assemble in the hallway along the East wall outside the lounge and boiler room.
- Rooms 103 and 105 – file into the hallway outside their rooms and line up on the east wall.
- Rooms 201, 202, 301, 302, 304, and Principal's Office -Go down the South side of the double stairs to the basement corridor and fill in area between the boy's restroom and the teachers' lounge.
- Rooms 203, 303, 304B, and 306 -go down North side of double stairs to basement corridor outside boy's restroom.
- Rooms 205, 206, 207, 208, 305, 308, 310 and Elem. Library - down North stairs to area outside Rooms 103 and 105.
- People in the "north annex" - go to the Northwest entrance to the main building, to 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 big gym, weight room, and back locker rooms go to the closest **inside walled** boys' and/or girls' locker rooms.

Section 3 Open-Closed Campus/Lunch

All students in 9-12 may go off campus to eat lunch. 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.

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.

Junior High students (7th and 8th) 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 (with parent permission). Students leaving the building must have permission from the principal before leaving the building.

HOT LUNCH

	Hot Lunch Prices		Elementary Milk Prices	
	Hot Lunch	Breakfast		
Pre-School	\$2.45	\$2.00	Carton	\$0.35
Elementary (K-5)	\$2.75	\$2.00	5 Punch Ticket	\$1.75
Elementary (6-8)	\$2.95	\$2.00	10 Punch Ticket	\$3.50

Secondary (9-12)	\$3.15	\$2.00	20 Punch Ticket	\$7.00
Adult	\$4.15	\$2.50		

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 “eTriton” 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’s name and picture is verified, and the food items are deducted from the family account. 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 breakfast/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 electronic 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 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.

BREAKFAST

Breakfast is available every morning and students can attend everyday or only occasionally. The free and reduced priced program is also in effect for the breakfast program. Students will be served from 7:50 a.m. to 8:10 a.m. Students riding the buses and wanting to eat breakfast will go to the cafeteria upon arrival, serving high school students first.

Meal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent’s designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without charge for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year shall receive a refund. When a student leaves the District or graduates, the District shall attempt to contact the student’s household to return any funds remaining in the student’s meal account.

Sandwiches will be served to those who have negative balances of \$25 per family. An account with a negative balance for more than 60 days, will be changed to no a’la carte or seconds for the remaining of the school year. All meals will meet nutrition guidelines. Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent

debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

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

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

MOTOR VEHICLES

All students driving a motor vehicle to school will either park in the individual parking stalls east of the building or in the south parking lot. Students parking in the south lot are instructed not to park in the faculty-designated area. With the exception of the south lot, students do not have designated parking areas. All school permit drivers and 9th grade drivers are to park in the south parking lot. Restricted staff/teacher parking area is in the North parking lot, no student parking in this lot. The new west parking lot is restricted to visitors and guests during the regular school day. 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 3:43. 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 lot and main entrance free for visitors and guests.

Section 4 Supervision Responsibility Before/After School

Arrival At School/Dismissal From School

Elementary students are expected to arrive at school no earlier than 7:50 A.M. Students are to gather outside the North doors of the cafeteria, these doors will be open for breakfast at 7:50 A.M. Parents of elementary students may drop off their child on Lincoln Street, Lincoln Street serves as a one way street (West to East) for delivery and pick up of elementary children.

Secondary students are expected to arrive at school no more than 15 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of the students.** Students will be admitted to the school building 15 minutes prior to the first class. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrances and proceed to gym. At the 8:10 bell students will be dismissed to go to lockers and classrooms.

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

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

Signing A Child In And Out Of School

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

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

Supervision at Dismissal

Parents or guardians of children in grades Pre-K to 6, where the child does not use district-provided transportation after dismissal, may request the school or program not release the child to walk home after dismissal unless the child is released to the parent or legal guardian or an escort designated by the parent or guardian. The parent or guardian may designate up to 2 escorts. Parents or guardians requesting their children only be released to the parent or guardian or a designated escort after dismissal must submit a completed written request with the Principal to this effect.

Students who leave before the end of the day are to be signed out by a parent or guardian or an escort designated by the parent or guardian.

Emergency Closing Procedures

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

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

Section 1 Visitors

All visitors must report to the main business office. The school building doors will be locked during school hours so admission to the building is permitted at the main west entrance only. To enter the school, come into the main west entrance and push the buzzer inside the lobby to speak to office personnel to gain entry. Only then will the door be unlocked for entrance to the building.

Upon entering the west entrance, enter the main office, sign in and receive a visitor’s pass. Please sign in/out at the office upon entering/exiting the west entrance. Parents are welcome at all times and visits by parents to classrooms are encouraged, provided that the visits do not disrupt the educational program, individual students, or create a safety concern. As a common courtesy to our instructional staff, the school requests that parents/guardians contact the teacher of the class(es) they wish to visit 24 hours before the occurrence of a general classroom visit.

Students from other schools will not be permitted to visit school during the regular school day without prior approval of the principal. Please do your requesting to bring a visitor to our school at least a day before bringing the guest to school.

Section 2 Smoke-Free Environment

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

Section 3 Care of School Property

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

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.

Section 4 Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be 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.

Section 5 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 apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

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

Section 6 Video Surveillance

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

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

Section 7 Use of Telephone

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

Section 8 Bicycles

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

Section 9 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable 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.

Section 10 Lost and Found

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. If articles are lost at school, report that loss to office personnel.

Section 11 Accidents

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 emergency medical treatment is required, students will be taken by ambulance to the nearest medical facility. See Emergency Protocol section.

Section 12 Laboratory Safety Glasses

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Section 13 Insurance

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

Section 14 Bulletins and Announcements

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

Announcements will be posted daily on the L-DNE school website. Announcements will be read over the intercom at a time designated by school personnel. Items for announcements should be submitted in writing to the principal's office before the end of the previous school day. Any announcement submitted by a student must be approved by a faculty member or by the principal.

Section 15 Copyright and Fair Use Policy

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship,

or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

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

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

Section 16 Automated External Defibrillators

Lyons-Decatur Public School, in cooperation with Elkhorn Logan Valley Health Department, provides an AED (Automated External Defibrillator). This AED provides medical intervention in the event of cardiac arrest. Designated staff certified in CPR/AED training or others may utilize an AED should the need arise. The use of the AED is to be in accordance with Health and Human Services AED Protocol. One AED is located in the front lobby area and a second one on the Southeast wall of the big gymnasium, just before the weight room.

Section 1 Attendance Policy

The Board of Education and staff of Lyons-Decatur Northeast Public Schools believes that regular school attendance is of crucial importance to the achievement of each student. The primary responsibility of ensuring regular attendance rests with the parents. A student's responsibility 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.

State law requires that we provide a minimum of 1080 hours of instruction for our 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**. 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.

Section 2 Attendance and Absences

Excused and Unexcused Absences. An absence from school will be reported as: (a) excused absence or (b) unexcused.

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:

- ILLNESS: May request a note from doctor.
- EMERGENCIES: Reasons that are not and cannot be planned.
- MEDICAL APPOINTMENT: Absences for medical appointments should receive prior approval from the principal.
- 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.
- 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.

The Principal has the discretion to deny approval for the latter reason, depending on circumstances such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

2. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed. Students will be required to make up the time missed prior to attending or participating in extra-curricular activities.

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their class rings. Any student who arrives late to school must report to the principal's office for an admission slip to class. Students tardy to school will be required to make up the time missed prior to attending or participating in extra-curricular activities.

Tardy to Class. Students have sufficient time between classes to make it to their next assigned class on time. Students are expected to be on time for every class. A student's tardy will only be excused by a written note from another teacher, the counselor, lunch supervisor, school administration, or the office secretary. Any student who accumulates 3 tardies in a semester will serve a 30 minute detention. When a student receives a detention, the student will serve the detention the next school day so that transportation can be arranged by parent/guardian. A student shall serve a 30 minute detention for every tardy after the initial three have been reached. Students who abuse the tardy policy, or do not serve their detention will be dealt with at the principal's discretion. The Principal may choose to increase detention time, not allow a student to participate in extra-curricular activities, or some other form of discipline.

Tardy vs Absence. A student who is leaving or returning to school from an excused absence (doctor's appointment, etc.) will be considered absent from a class if they are present for less than half the assigned class time. On a regular schedule, this would mean the student misses 25 minutes. On a 10:00 or 2:00 schedule, a student would miss 20 minutes of class except for 5th period (lunch period) that would still be 25 minutes.

Leaving School or Class. Students being released before the end of the school day will only be released to immediate family members or individuals authorized by parents or legal guardians, an identification is required when an adult picking up the student is unfamiliar to staff or volunteers. Students will not be allowed to leave school premises without permission from the parents or guardians of the student and permission approved by the principal or 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.

Section 3 Absence Procedures

- 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.
- 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.
- 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.
- 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 Principal's Office may call home should we not receive an excuse or telephone call by 9:00 AM the day of the absence.

Section 4 Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence.

The make-up work of students will be counted for course credit when satisfactorily completed according to the guidelines stated below.

(1) To receive credit for work missed due to excused absences, 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. For unexcused absences, the student will receive a failing mark for each class period missed until make-up work is completed. The teacher may assign the student 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 two 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.

Section 5 Attendance is Required to Participate in Activities

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 must return to school by the beginning of 3rd period or 10:00 am to be eligible to participate in that afternoon or evening's competition. Students must be present for six periods of school, they can

miss 2 full periods during the middle of the day or a time equivalency of 100 minutes to be eligible to participate in a practice session, game or extra curricular event that night unless special arrangements are made with the administration in advance. Arrangements must be made before 8:00 am. On a regular school day students must be in school by 10:00 AM and cannot leave before 2:00 PM to meet the above criteria. See Article 9, section 3

Section 6 Truancy

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

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age 6 to 18 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Excessive Absenteeism. Students who accumulate four (4) unexcused absences in a semester shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

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

Reporting Unexcused Absences to Parents

- Four (4) Days – written notification to parent, telephone notification, guidance office notified.
- Seven (7) Days – written notification to parent, county attorney, Truancy Diversion Program, and guidance office notified with mandatory student conference.
- Nine (9) Days – written notification to parent, county attorney, Truancy Diversion Program, and guidance office with mandatory parent/student conference.
- Ten (10) Days – written notification to parent, county attorney, Truancy Diversion Program, and guidance office. After ten (10) unexcused absences student is subject to losing course credit as recommended.
 - 11+ Days – Student loses a credit point in all courses enrolled for unexcused absences exceeding ten (10) according to the following scale.
 - Absence number eleven (11) = loss of one (1) credit point.

- Absence number thirteen (13) = loss of two (2) credit points.
 - Absence number fifteen (15) = loss of three (3) credit points.
 - Absence number seventeen (17) = loss of four (4) credit points.
 - Absence number nineteen (19) = loss of five (5) credit points. (no credit for the semester)
- o Credit Recovery
- OPTION 1 – OdysseyWare will be used by instructors and students in courses where an OdysseyWare class is available. One unit completed in OdysseyWare is equivalent to one credit point.
 - Credits recovered throughout the academic year are on the student’s own time and free of charge. Credits recovered throughout summer break will cost the student \$30.00 per credit.
 - Credit recovery methods cannot take place of a class taught by a faculty member if the student is available to schedule the live class.
 - The maximum number of OdysseyWare classes taken simultaneously is two (2).
 - OPTION 2 - For every credit lost students must make up five (15) hours of school time for each course to receive full credit for each course.
 - EXAMPLE: Student accumulates eleven (11) unexcused absences in a particular class; they lose a credit in that class and must make up 15 hours of coursework to earn that credit back.
 - Student or parent may appeal any school attendance decision through the school’s grievance procedure.

Deviation of the above may be made by the Principal.

Truancy and tardiness is a violation of school rules. The services to be provided in response to truancies 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.

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.

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.

JH/SECONDARY GOOD ATTENDANCE PROGRAM 1ST - 2ND SEMESTER

Regular attendance is one of the most important factors contributing to successful school achievement and job success for JR.High/Senior High school students. Based upon a reward system instead of a punitive policy, the junior high and high school (7-12 students) will take a semester test in each class during the last week of classes each semester. One day will be established as a semester test day for the 7-12 classes. Those 7-12 students who have missed four (4) or less days 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 7-12 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 four (4) days or less for the entire semester. Unexcused absences will eliminate a student from participation in the program. Students having doctor(s) notes does not excuse the absence for semester test purposes. However, doctor(s) notes are important in that they excuse a student from possibly losing credit for courses once a student misses more than 10 days in any particular class.
2. No In School or Out of School Suspensions.
3. No more than one (1) detention for the entire semester.
4. No more than two (2) total tardies per class per semester. 3 or more tardies requires the student to take semester finals in only the class(es) that they exceeded the tardy policy.
5. Students may only have 4 late assignments per class per semester. 5 or more late assignments would require the student to take the semester final in only the class(es) that they exceed the late assignment policy.
6. Absence because of attendance at school-sponsored activities and/or college visits as allowed by the school will not be considered an absence from school and will not be figured into the four (4) day standard.

TEACHER AIDES

Seniors may contact the principal and counselor to be considered for becoming a teacher aide. In doing so, the student will give up their privileges to a study hall during the day. Those students interested in becoming a teacher aide also has to demonstrate maturity, proper school conduct, and maintain a C average while having no current failing grades. The principal and counselor will make the final decision.

Section 1 Grading System

Students' GPA will be determined by the following scale.

GRADE	PERCENTAGE	GPA POINTS	C+	83-84	2.5
A+	99-100	4.0	C	79-82	2.0
A	95-98	4.0	C-	77-78	1.9
A-	93-94	3.9	D+	75-76	1.5
B+	91-92	3.5	D	72-74	1.0
B	87-90	3.0	D-	70-71	0.9
B-	85-86	2.9	F	Below 70	0

Class rank will be determined by using a weighted GPA with Honors classes receiving an added value of .2 GPA points. Honors Classes include dual credit courses (with administrative approval) and Advanced Math and Physics.

Section 2 Secondary Course Requirements

Standard Program Must Include: 230 credits, 5 credits a course per semester. Courses in parenthesis must be taken for graduation.

<u>COURSE</u>	<u>YEARS</u>	<u>CREDITS</u>
Careers	1	10 credits
English(Eng. 9, Eng. 10, Eng. 11, Eng. 12)	4	40 credits
Math	3	30 credits
Physical Education (PE/Health)	1	10 credits
Science (Biology + 2 others)	3	30 credits
Speech	0.5	5 credits

Social Studies (Global Studies, World History, American History, and American Government)

3.5

35 credits

The remaining hours must be obtained by elective courses. Students may only take 1 elective Physical Education course per semester unless they have fulfilled or will fulfill the required credits to graduate. Students may enroll in online courses if the class is not taught by LDNE teaching staff.

Students are classified as to grade level according to the number of credits earned towards graduation:

50 hours – Sophomore 110 hours – Junior 170 hours – Senior 230 hours-Graduation

Section 3 Graduation Requirements

To participate in commencement exercises or receive a Lyons-Decatur Northeast Public Schools diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

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

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

Honor & Distinction Graduates

Graduating seniors with a weighted grade point average (WGPA) of 3.75 or greater shall be designated as Honor Graduates. Graduating seniors with a WGPA of 3.9 or greater will be graduated with distinction. The graduate with the highest WGPA will be designated as Valedictorian while the graduate with the second highest WGPA will be the Salutatorian. Weighted GPAs will be computed to the second decimal place (hundredths), in case of a tie for either Valedictorian or Salutatorian; those tied with an identical WGPA to the hundredths place will be honored as co-honorees. Those students tied with the highest WGPA would all be designated as Valedictorian, in which case the student(s) with the next highest WGPA would be designated as Salutatorian. Those students tied with the second highest WGPA would be designated as Salutatorian.

Students that transfer into Lyons-Decatur Northeast school district must earn 140 credits from Lyons-Decatur Northeast in order to be eligible for any graduation honors.

Section 4 Promotion and Retention

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Section 5 Schedule Changes

Students needing schedule changes should notify the Guidance Counselor within one week after the beginning of a semester. Schedule changes must be initiated by the teachers involved, the Principal or counselor, and the student's parent. Final approval of all schedule changes will be made by the Principal only.

Section 6 Interim Reports

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

1st Quarter – All students will receive a midterm report

2nd, 3rd, & 4th Quarters – Students earning marks of “D” or “F” will receive a midterm report. All student grades are also posted electronically on PowerSchool, parents may access student performance via Internet at all times.

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

Section 7 Report Cards

Report cards are issued at the end of each quarter. Letter grades are used to designate a student’s progress. A grade of “F” (failing) carries no credit. A grade of “I” (incomplete) received at the end of a grading period must be made up within two weeks or missing assignments will receive grades of “0” and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

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, I=Incomplete, W=Withdraw. Grades will be recorded each semester in the student’s permanent records.

Section 8 Parent-Teacher Conferences

Parent-teacher conferences will be held at the end of the 1st quarter and mid-3rd quarter. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

Section 9 Honor Roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters as well as 1st and 2nd Semesters. Students will be recognized accordingly:

1. Distinction - Students earning all "A's".
2. Honor - Students earning at least 3 "A's" with no grade lower than a "B".
3. Honorable Mention – Students earning all "A's" and "B's".
4. Honor roll lists are published in school and community publications.

Section 10 National Honor Society:

The National Honor Society chapter of Lyons-Decatur Northeast Public School is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the 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.

Removal from National Honor Society

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

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

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

Section 11 Academic Integrity

A. Policy Statement

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

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

B. Definitions

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

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

Cheating includes, but is not limited to:

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

- (1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
- (2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
- (3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
- (4) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test

for another student, without the specific knowledge and permission of the instructor.

(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

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

(1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

(1) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(2) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

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

C. Sanctions The following sanctions will occur for academic integrity offenses:

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

2. Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or

Principal will notify the student's parents or guardian.

3. **Student Discipline Sanctions.** Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

STUDY HALLS

Study halls allow students to work on assignments during school hours. During this time students must 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 their hall pass signed by the study hall teacher. Before returning to the study hall, study hall students must have the hall 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, students abusing the pass privilege may have the privilege suspended.

LYONS-DECATUR NORTHEAST PLUS PERIOD PHILOSOPHY

“EVERYONE IS RESPONSIBLE FOR LEARNING”

HOMEWORK POLICY

“Homework is not optional” (Make up work is always accepted until the end of the quarter)

INTERVENTIONS

1. Recognize the difficulty - Student, Parent, Para, Teacher, Counselor, Principal
2. PLUS TUTORING - 8th hour (Junior High during study hall)
3. Teacher/Student conference-develop plan to address difficulty. (inform parent)
 - a. Teachers will network with co-workers who have same student in their class to see what they are doing to get maximum educational output from him/her.
 - b. Teacher and student work out plan for extra tutoring (morning or evening).
4. Principal/Counselor/Teacher/Parent/Student conference-refine plan to address the difficulty.
5. Wednesday Night PLUS Period.

TEACHER COMMITMENTS

1. All students will have an opportunity to learn before we test.
2. All students will practice before the assessment.
3. We will teach to objectives and show evidence the students have learned.
4. If the evidence shows the students have not learned we will re-teach.
5. No student will fail without a parent-teacher conference.

LATE WORK POLICY (Teacher has the right to give full credit at any time)

1 day late = 90%

2 days late = 80%

3 days + = 70%

MISSING, INCOMPLETE, OR UNACCEPTABLE WORK POLICY

1. Student will be given assisted study hall or time with teacher until complete.
2. Student may lose SH privileges if continuous incomplete work.
3. Student may be pulled from any class with Principal approval.
4. After parental contact, students may set up study session after school with teacher or principal to complete homework.
5. If study session is skipped, students will automatically qualify for Wednesday night PLUS period.
6. If Wednesday night PLUS period is skipped, students will automatically qualify for Saturday School.
7. Students who are truant for Saturday School will serve a 1-day in-school suspension the next scheduled school day. Excessive absences may result in consequences of a more severe nature depending on the situation.

LYONS-DECATUR NORTHEAST PUBLIC SCHOOLS **WEDNESDAY PLUS PERIOD & SATURDAY SCHOOL POLICY FOR GRADES 6-12**

Who May Qualify:

- Teachers and Administration may assign or remove any student at any time.
- Students who turn in incomplete or late assignments.
- Students who do not do assignments.
- Students who are currently academically ineligible (earning an "F" on two or more subjects.)
- Students who have an unexcused absence and need to make up time for instructional time missed.

Guidelines and Schedule:

WEDNESDAY NIGHT PLUS PERIOD Wednesday Night Plus Period will consist of 2 hours from 4:00 P.M. to 6:00 P.M. Any student that arrives after 4:00 P.M. will be refused admission and will be assigned Saturday School. Any student who misses a partial or entire school day on Wednesday and is on the Wednesday Night Plus Period list must have all work completed that was on the list when they come back to school OR they will need to make arrangements with the principal's office to serve 2 hours of time (i.e. - Friday/Saturday School) before the end of the current school week. Any student who is unable to complete this missed time may be assigned the same consequences applied to a student who misses Wednesday school and Friday/Saturday School.

Students who violate the rules will be removed from Wednesday night PLUS period, the parents will be contacted, and they will automatically qualify for Friday/Saturday School.

FRIDAY OR SATURDAY SCHOOL Friday/Saturday School will consist of three hours, from 4:00-7:00 pm on Fridays OR from 8:00 a.m. through 11:00 a.m. on Saturdays depending on the coordination of the supervisor schedule. Any student that arrives after 8:00 a.m. on Saturday or 4:00 pm on Friday will be refused admission and will be considered truant.

Students who are truant for Saturday School will serve a 1-day in-school suspension the next scheduled school day. Excessive absences may result in consequences of a more severe nature depending on the situation.

Students who violate Saturday School rules will be required to leave the school grounds and parents will be notified to come and pick-up their child. Student will serve a one day in-school suspension the next scheduled school day or as designated by the Principal.

Transportation:

A Decatur shuttle will be provided after Wednesday night PLUS period. The shuttle will depart Lyons at 6:15.

Transportation will not be provided for Friday/Saturday School. It is the school's belief that all students are awarded equal opportunity to attend Wednesday night PLUS period to take advantage of the educational opportunities provided them. If a child chooses to take advantage of the Friday/Saturday School opportunity it is the student's responsibility to provide transportation.

Rules and Student Responsibilities:

- Student(s) must be on time and ready to begin work.
- Student(s) must bring homework or appropriate reading material. It will be expected that students work the entire time.
- Students will remain seated except as permitted by the supervisor.
- Sleeping is prohibited.
- Talking is prohibited.
- Electronic devices will be used for educational purposes only, NO CELL PHONES.
- No drink, food, candy and etc.
- Students who fail to follow these rules will be dismissed from the designed study session and consequences will be enforced.

Section 1 Special Education Services

What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified?

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Independent Evaluation

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

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 will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

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

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not

disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

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

Section 2 Guidance Services

The Lyons-Decatur Northeast Schools employs a school 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.

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. The mission of the school counseling program at Northeast is to empower all students to reach their maximum potential in the areas of academic, career, and personal/social development. Contact the school counselor or more information.

Beliefs: We believe an effective school counseling program:

- Teaches life skills
- Is for all students
- Is proactive and preventative
- Is competency based and goal oriented
- Provides a safe place for problem solving
- Helps students develop into successful adults
- Is an integral part of a total school program
- Understand and values the students' capabilities
- Facilitates and supports the reciprocal integration of curriculum
- Includes career, academic, and personal/social issues and is age-appropriate in nature
- Promotes a healthy school culture which is supportive and collaborative among parents, students, and staff.

Section 3 Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature higher than normal, 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 papers so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the principal's office. If your child has asthma or diabetes and is capable

of self-managing his or her health condition, contact the office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. **Repackaged medications will not be accepted.** The pharmacy label on a prescription medication bottle with the medical prescriber's name will be accepted as a form of physician's request. 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.

Storage of Medications.

Medication shall be stored in a locked or otherwise secure area in accordance with the manufacturer's or dispensing pharmacist's instructions for temperature, light, humidity, or other storage instructions. Only authorized school personnel who are designated by the administration of the school district for administration of medications shall have access to the medications. The school nurse shall establish procedures for monitoring the storage and handling of medication, the medication's expiration date, and the disposal of medication.

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 set up by nurse.

School Health Screening

All students are screened for vision, hearing, dental defects, height and weight, as established by the contracted school nurse during the first semester. The screening program also incorporates scoliosis and blood pressure. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child.. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in the principal's office.

Unimmunized students may be excluded from school in the event of a disease outbreak.

Summary of the School Immunization Rules and Regulations

STUDENT AGE GROUP	REQUIRED VACCINES
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine, 3 doses of Polio vaccine, 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, 3 doses of pediatric Hepatitis B vaccine, 1 dose of MMR, or MMRV given on or after 12 months of age, 1 dose of varicella (chickenpox) or MMRV given on or after

	12 months of age. Written documentation (including year) or varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students from Kindergarten through 12 th grade, including all transfer students from outside the State of Nebraska and ay foreign students	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th birthday, 3 doses of Polio vaccine, 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age. 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month, 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) or varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Additionally, for 7th Grade Only	1 dose of Tdap (must contain Pertussis booster)

Birth Certificate Requirements

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

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

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

Guidelines for Head Lice

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

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

*Nit removal will be emphasized for effective management of the condition. For more information call the school.

Section 4 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transported on field trips and when participating in school activities. Students riding the bus to school activities are required to ride the bus home. However, if a parent/guardian makes a written request to have their son or daughter ride with them after the event, this will be allowed as long as the sponsor and/or administrator is contacted. Students are expected to follow the behavioral expectations for riding school buses.

Behavior on School Buses

I. General Conduct Rules Apply: While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

II. Special Conduct Rules for Riding School Buses.

A. Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least 5 feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Students are not to use bus rear exits except for emergencies.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver or any adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No use or possession of a controlled substance or imitation controlled substance, tobacco, alcohol, drugs, or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus and any damage must be reported to bus driver.
11. Under direction of the driver each student may be assigned a seat.

III. Getting the Driver's Assistance: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

IV. Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Section 1 Drug-Free Schools.

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is

established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Section 2 Education and Prevention.

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

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

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

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

Safe and Drug-Free Schools--Parental Notice. Pursuant to the provisions of the Every Student Succeeds Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco.

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

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.

Section 1 Purpose of Student Conduct Rules

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

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 of the school, and it is the maintenance of a learning climate to achieve maximum educational benefits for all students. This policy shall apply to students 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 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. (See definition of tobacco under “Drugs, Alcohol, and Tobacco” - Section 3 subheading #6.)
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.

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.

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.

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.

Disciplinary considerations will be made according to the student's' 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 |

Section 2 Forms of School Discipline

A. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- 1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
- 2. Other violations of rules and standards of behavior adopted by the Lyons-Decatur Northeast Public Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- 1. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is

necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
5. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

B. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension. The procedures will be those set forth in the Student Discipline Act.

C. Expulsion:

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) the misconduct occurred within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent. The suspension pending hearing may be imposed if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
3. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
4. Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the

event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

- Students who have been expelled will receive minimum services through an alternative curriculum agreed upon by the administrative team of the guidance counselor, principal and superintendent.
- Any student expelled during a particular semester(s) will be given the opportunity to earn credits. The administrative team will select classes in which credit will be earned.
- Any student expelled within the first four (4) weeks of the semester or within the last ten (10) days of the semester and that expulsion is being carried over to the subsequent semester, will be expected to complete the alternate curriculum class in full. The deadline for the completion of the curriculum is the final day of the semester(s) in which the student is expelled.
- Students expelled after the fourth week of the semester and prior to the last ten days will be assigned a portion of the alternate curriculum to complete by the end of the semester(s) in which the student is expelled if they have a passing grade in the class assigned. Otherwise the expelled student will be expected to complete the assigned curriculum in its entirety.
- The completion of the alternate curriculum class will earn credits for the expelled student the semester they return to school. Credits will not be earned if the student fails to complete the class within the given time frame.

5. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

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

D. Other Forms of Student Discipline. Administrative and teaching personnel may take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or

psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. Students assigned to in-school suspension will have their laptop, phone and any other electronic devices confiscated until written permission by a teacher to complete homework is present to an administrator.

- a. Detention - Detention periods may be for a maximum of one 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.

Section 3 Student Conduct Expectations

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

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

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event, with the exception of 1st or 2nd degree sexual assault.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;

7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.
8. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
9. Public indecency or sexual conduct;
10. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
11. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
12. Taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) while on school grounds, in a school vehicle, or at a school activity.
13. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
14. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
15. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
16. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
17. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
18. Willfully violating the behavioral expectations for those students riding Lyons-Decatur Northeast Public Schools buses.
19. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was 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 dangerous weapon other than a firearm. The term “weapon” means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.
20. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

B. Additional Student Conduct Expectations and Grounds for Discipline

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

- (1) Student Appearance: Students at Lyons-Decatur Northeast Public Schools are expected to dress in a way that is appropriate for the 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 that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants, tank tops, cut offs/muscle shirts, shirts that are too low cut) or clothing that is too tight, revealing,

or baggy (pants that ride below the hip line are not permitted), or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.

- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves;
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercings that is distracting to the educational process.
- i. Coats shall not be worn during school hours, unless otherwise approved.
- j. Footwear that leave marks on the floor.

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

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

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

(2) Electronic Devices

- a. Student Cell Phone and Other Electronic Devices. Students may use cellular phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully.

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

Students may not have cell phones or electronic devices on while they are in locker rooms or restrooms.

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

pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

While on school property, as a school activity or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass or intimidate any other person.

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

Students who violate this policy will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation.

Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

- b. Philosophy and Purpose. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- c. Definitions. "Electronic devices," include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants, compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
- d. Possession and Use of Electronic Devices.
 - (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. (2) Students are permitted to possess and use electronic devices on the school sidewalks and the common areas before school hours, at lunchtime, and after school hours, provided that the student not commit any abusive use of the device. Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate.
 - (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events
 - (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).
- e. Violations
 - (1) Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) use in locker rooms or bathrooms; (f) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (g) activities which invade the privacy of others. Such

student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

- (2) Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.
- (3) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until the student personally comes to the school's main office and retrieves the electronic device at the time the student is leaving school for the day.
- (4) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and the student's parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- (5) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- (6) Subsequent Violations: Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.

f. Responsibility for Electronic Devices

Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents consent to the search of said devices by school staff when the staff determines a search is reasonable or necessary. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

- (3) Harassment, Bullying and Cyber-Bullying Policy: One of the missions of Lyons-Decatur Northeast Public Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors such as bullying, intimidation and harassment are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in repeated harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property.

“Cyber-Bullying carries the same definition as bullying but involves students using a digital medium to participate in the bullying. To include but not limited to texting, messaging, emailing, or social networking that is intended to bully another student and disrupts the educational process. Whether the act takes place on or off school grounds and using a school or personal electronic device if it disrupts the educational process it is subject to disciplinary action.

REPORTING BULLYING

The administration cannot help prevent bullying unless they know about bullying incidents. If a student feels they are being bullied they need to report the incident in the following protocol:

1. **WRITE DOWN THE BULLYING BEHAVIOR-** Bullying is usually a difficult thing to prove without adult witnesses or written proof. Write down the bullying incident in full description so you can remember every detail. If there are witnesses have them write down the incident as well.
2. **TELL THE ADULT SUPERVISOR-** This can be a teacher, administrator, paraprofessional, bus driver, coach, etc. Tell them what happened, who was involved and anybody that may have been a witness
3. **TELL AN ADMINISTRATOR-** If the adult supervisor cannot help prevent the bullying behavior the next step is to report the incident and ongoing behaviors to the principal or counselor, and if they are not available, then the superintendent.

“Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

- (4) Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
 - a. 1st Offense: Student will be confronted and directed to cease.
 - b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
 - c. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
 - d. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

- (5) 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 must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
 - b. All bottled beverages (pop, sports drinks) must be kept in student lockers, milk and juice from breakfast or lunch must be consumed in the lunch room, only water bottles are allowed in classrooms.
 - c. Food items brought in from the outside or purchased at breakfast and lunch must be kept in student lockers, and not brought into student 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 without permission of the teacher.
- 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 Technology, 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 “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
- 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.

(6) 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.

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

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.

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

The purpose of this message is to give our students information about the risks of using Social Media, Facebook, Xanga, and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on social media may affect you years later.

What you say now on social media may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on social media.

MySpace has published a Guide for schools with some suggestions that we would like to share with you: Here are some common sense guidelines that you should follow when using MySpace, any social media and the Internet in general:

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

****We urge all students to following these common sense guidelines.****

Section 4 Reporting Student Law Violations:

- (1) Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
- (2) When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official will take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- (3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Lyons-Decatur Northeast Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Assault.
 - (c) Vandalism resulting in significant property damage.
 - (d) Theft of school or personal property of a significant nature.
 - (e) Automobile accident.
 - (f) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

Section 1 Extracurricular Activity Philosophy

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

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

Safety

The District's philosophy is 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, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

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 2 Extracurricular Activity Code of Conduct

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

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

Scope of the Code of Conduct.

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

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

Certain band and choir whole group activities may be considered as counting toward grade advancement including fall, winter, and spring concerts and whole group performances at district music contest. Individual performances at such activities are excluded. Pep band is excluded.

A participant means a student who participates in or attends, has participated in or attended, or will participate in or attend an extracurricular activity. Participants or attendees who leave a school activity will not be allowed to return.

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

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

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

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. (Note: Refer to “Drug and Alcohol Violations” for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee’s designee, or at school-sponsored activities or school-sponsored athletic events;
11. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
12. Repeated violation of any of the school rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student’s health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Lyons-Decatur Northeast Public School buses or vehicles used for activity purposes.
17. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
18. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.

19. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
20. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
21. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

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

Drug and Alcohol Violations.

Meaning of Terms.

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

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

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

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

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

Consequences.

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

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

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

BRLD HANDBOOKS-POSSESSION OR USE OF ALCOHOL, TOBACCO, OR ILLEGAL SUBSTANCES

Upon determination or finding by the administration that a student has used or possessed alcohol, tobacco, or illegal substances, the following procedure will affect all students enrolled in Lyons-Decatur Public Schools.

Determination of a violation will be based upon:

- A. Admission by the student, or
- B. Substantiated information from law enforcement agencies, school staff, or administration

During the course of investigation of the alleged violation of this policy, the affected student will be informed of the allegations, either orally or in writing. The student will then be provided with an opportunity to informally tell the administration the student's version of the events in question.

Self-Reporting: We want to encourage students to be honest and upfront with the school regarding violations of the ALCOHOL, TOBACCO, and ILLEGAL SUBSTANCES Policy. Students who self-report to school administration regarding a 1st or 2nd violation will receive discipline/suspension under the "Self-Reporting" category. Self-Reporting means that the student admits to the school administration within 3 days of the presumption of the alleged violation by the student.

The following is a list of Events, Contests, and Dances, etc., that students will be held out of if they are sitting out of activities for our Drug/Alcohol/Tobacco Policy:

All Athletic Contests: Varsity, J-V & Jr. High
-Football -Volleyball -Basketball -Track -Softball -Baseball -Golf

Fine Arts activities such as: -1 Act Play -School Play/Musical -Speech Contests
-Music Contests -Band/Parade Contests -Concerts -Quiz Bowl -Academic Contests

Social Events such as: -Homecoming Dance -Senior Sneak Trip -Jr. High Dances

The following is a list of Events that students will not be held out of:

-Educational Field Trips -Graduation - Prom -Fine Arts & Athletic Banquets

First Violation (Self-Reporting) (violation will be served at the student's highest level of participation)

*Ex. Student participates at both JV/Varsity level; student is exempt from all levels of participation until varsity suspension is fulfilled.

Football – 2 games	Basketball – 4 games	Track – 2 meets
Volleyball – 4 games	Softball or Baseball – 3 games	Golf – 2 meets
Speech – 2 meets	Cheerleading – 4 games	Cross Country - 2 meets
Wrestling - 2 meets		
Fine Arts & Groups – 1 event (Drama, Music, FFA, etc.)		
Non-Participants – 1 activity		

Regulations regarding suspension from extra-curricular activities: If the student is not currently involved in any extra-curricular activities when the violation occurs they will serve the suspension during the next activity they are involved with. If an activity season ends prior to completion of the suspension, there will be "carry-over" to the next activity in which the student is participating. The student will be required to complete the activity in which they are participating, or the suspension served during that season will be invalid. If a student is involved in more than one extra-curricular activity at the same time, they will miss the required amount of activities in the order they come. (Higher # will take precedence).

First Violation (without Self-Reporting): The student shall be suspended from participation in any school-sponsored activity from the date of discovery (determination of a violation) for double the number of activities.

Second Violation (with Self-Reporting): The student shall be suspended from participation in any school-sponsored activity from the date of discovery for double the number of activities as the first offense. If the student goes through a Chemical Dependency Evaluation (at the students expense) then they can get the number of activities they have to sit out of back to the same as the first time.

Second Violation (without Self-Reporting): A second violation without self-reporting will result in suspension from the date of discovery for double the number of activities as the first offense in all activities outside the regular school classes.

Third Violation (with or without Self-Reporting): Will result in suspension from all activities for the next 180 days of school from the date in which it was reported or discovered.

Any ALCOHOL, TOBACCO, OR ILLEGAL SUBSTANCES brought onto school the school campus will be treated as a violation WITHOUT self-reporting.

COACH OR SPONSOR DISCIPLINE - Not withstanding the foregoing, any head coach or sponsor shall retain the right to discipline a student in any reasonable manner.

DUE PROCESS

Due process procedures shall govern all alleged violations of rules and policies of the Bancroft-Rosalie & Lyons-Decatur Jr.-Sr. High Schools, Nebraska School Activities Association (By-Laws or Approved Ruling), and constitution. Copies of the School's Due Process Procedure are available in the offices of the Superintendent and High School Principal. Copies of the Nebraska School Activities Association's due process procedures are available in the Principal's office as well.

USE OR POSSESSION OF TOBACCO/ALCOHOL AT SCHOOL ACTIVITIES

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.

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. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. 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 Principal.

1st offense - 2 day in-school suspension, counseling session and written report submitted to counselor.

2nd offense - 3 day in-school suspension, counseling sessions and written report submitted to counselor.

3rd offense or more - out-of-school suspension, to possibly include expulsion.

ALCOHOL

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.

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

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

When Suspensions Begin. All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

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

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

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

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

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

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

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

Procedures for Extracurricular Discipline. The following procedures are established for suspensions from participating in or attending extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.

2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
 - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
 - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
 - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
 - b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
 - c. If a hearing is requested:
 - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
 - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
 - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
 - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3 Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to attend or participate in extracurricular activity contests, performances, or activities. Students who have four or more unexcused absences in the semester of participation will be ineligible to attend or participate in extracurricular activity contests, performances, or activities.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. Students must be present for six periods of school, they can miss 2 full periods during the middle of the day or a time equivalency of 100 minutes to be eligible to participate in a practice session, game or extra curricular event that night unless special arrangements are made with the administration in advance. Arrangements must be made before 8:00 am. On a regular school day students must be in school by 10:00 AM and cannot leave before 2:00 PM to meet the above criteria. Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director. Every

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

Section 4 Academic Standards

Participation in and attendance at extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. Students participating in or attending extracurricular school activities show evidence of sincere effort towards scholastic achievement.

Eligibility – Teachers will turn in all 7-12 grades by 8:15 a.m. every Tuesday. At that time, a student must be passing 6 out of their 7 classes or they will be put on probation for their first offense, (students will get one probationary week each semester) after that they will be ineligible for all activities the following week. Eligibility will run from Monday to Monday.

To be eligible for participating in or attending extracurricular activities students must:

1. Be enrolled in at least 20 credit hours in the semester of participation.
2. Students who participate in co-curricular and extra-curricular school activities must maintain a minimum standard of academic proficiency. Academic eligibility for all extra-curricular activities begins after the 3rd week of each semester and is computed weekly for the rest of the semester. Progress reports are run every Tuesday morning beginning at the end of the 3rd week of each semester. Grades will be run by quarter except for the first 3 weeks of the 2nd and 4th quarter in which grades will be run by semester. A student may be failing a maximum of one class and still be eligible to participate in activities. Any 7-12th student who has two or more failing grades will be placed on an ineligibility list. A student will be put on probation for their first offense (students will get one probationary week each semester). All subsequent offenses will result in ineligibility of the student for all activities the following week. Should a student's name be placed on the ineligibility list, the student shall be ineligible for all co-curricular and extracurricular activities from Monday morning through Monday morning of the following week.

Students serving in-school suspensions (ISS) or out-of-school suspensions (OSS) will not be allowed to attend and/or participate in extracurricular activities or practices.

All other eligibility policies as stated by the Nebraska School Activities Association must be in compliance. Students not passing four classes for the semester will be ineligible for the succeeding semester.

Students who are on the down list will be able to participate in practice, and at the coaches discretion be allowed to travel with the team or activity for away events, sit with the team during competitions, be on the sidelines, and enjoy the privileges of his/her teammates as long as the activity is taking place after school hours.

3. Academic requirements apply to but are not limited to:
 - All co-curricular and extra-curricular activities that take place throughout the scheduled school day.
 - Pep Rally
4. Academic requirements do not apply to:
 - (A) Instructional field trips which are a part of the scheduled course learning experience; or
 - (B) Activities or events which are a considered in determining the student's grade.
 - (C) Activities or events which administration may deem as important for the overall development of the student.

Section 5 “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.

Section 6 School Dances

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

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 with the completion of the out-of-town date approval form. The Lyons-Decatur Northeast School Board has allowed the use of a breathalyzer at any dance.

Prom: Junior/Senior Prom activities will be sponsored by the junior class. The junior class will host a banquet for the senior class. The banquet is open to juniors and seniors and their approved dates. 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 that 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.

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

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

1. Who Can Attend: Only students of Lyons-Decatur Northeast Public Schools and their guests may attend.
 - a. Students currently attending Lyons-Decatur Northeast High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Lyons-Decatur Northeast High School or their own school are generally considered appropriate dates or invited guests.
 - b. Persons who are younger than 15 or older than 20 years of age and not attending high school are considered to not be appropriate dates or invited guests for our school dances.
 - c. Some school dances may be restricted to students attending specified grades levels at Lyons-Decatur Northeast Public Schools. For any dances at the middle school level, only students attending Lyons-Decatur Northeast Public Schools in the grade(s) for which the dance is being held may attend.
 - d. Students who have been suspended from school or from extracurricular activities may not attend.
 - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
 - f. Rules for dances may restrict students and their guests from entering a dance too late or leaving dance until the dance ends without written parental permission on a form provided.
 - All students must be in attendance within 30 minutes of the start of the dance.
 - Students who leave any school-sponsored Prom activity (Grand March, banquet, and/or dance) will NOT be allowed to return, and a phone call will be made to the parents/guardians.
 - g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.

2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Anyone using prohibited substances or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.
Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. The breathalyzer will be administered by a law enforcement officer if one is available. Those who choose not to submit to a breathalyzer will not gain entrance. If school administration is administering the breathalyzer test, law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.
3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.
4. Dance Etiquette: Students will follow dance etiquette while dancing. Dance etiquette includes no sexual dance moves or grinding and only face to face dancing is permitted when dancing with a partner.

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

1. Achievement, Citizenship and Conduct Qualifications:
 - a. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
 - b. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
 - c. The student must have a cumulative grade average of a B or its equivalent.
 - d. The student must not have had excessive violations of school policies and procedures during their high school career.
 - e. The student may not, within twenty-four months of the of the dance, have engaged in criminal violations involving: (i) alcohol, drugs or tobacco; (ii) driving law violation in which the penalty is a loss of four points or more under the point system; (iii) a Class I, II, III, or IIIA or Class W misdemeanor; or (iv) a felony. Criminal violations will be deemed to have occurred where: (a) a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or (b) a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
2. Specific Dance Eligibility and Selection Requirements:
 - a. Homecoming Queen & King:
 - Only a senior girl shall be eligible to be Queen and only a senior boy shall be eligible to be King.
 - The student body will vote on all eligible seniors. The top three senior boys and girls will be the homecoming candidates.
 - To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
 - The queen and king will be chosen from the qualified nominees by secret vote of the student body during Homecoming week.

Section 7 Relationships Between Parents and Coaches/Sponsors

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are

better able to accept the actions of the other and provide a more positive experience for everyone.

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

Parents' Role Extracurricular Activities

Communicating with your children

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

Communicating with the coach

- Communication you should expect from your child's coach includes:
 - Philosophy of the coach
 - Expectations the coach has for your child
 - Locations and times of all practices and contests
 - Team requirements
 - Procedure should your child be injured
 - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
 - Concerns expressed directly to the coach
 - Notification of any schedule conflicts well in advance
 - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
 - The treatment of your child, mentally, and physically
 - Ways to help your child improve
 - Concerns about your child's behavior
 - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Issues not appropriate to discuss with coaches:
 - Playing time
 - Team strategy
 - Play calling
 - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
 - Call to set up an appointment with the coach

- Do not confront a coach before or after a contest or practice ((these can be emotional times for all parties involved and do not promote resolution)
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
 - Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
 - At this meeting, an appropriate next step can be determined, if necessary.

Section 8 Good Sportsmanship—Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noise makers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.

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.

Section 9 Student Fees Policy

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

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

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District’s efforts to provide such activities, programs, and services. The District’s general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the 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 radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

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

(b) Courses

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

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

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

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

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

(4) Extracurricular Activities–Fees for participation. Any fees for participation in extracurricular activities for the current school year are further specified in Appendix “I.” Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

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

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such 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 files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

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

(9) 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.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. 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 field trip lunches and similar activities.

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

reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

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

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

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. Club and organizational membership is optional, dues range between \$5 to \$30, depending on club or organization.
11. 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 - \$10.00 per semester or a total of \$20.00 for one school year. High School - \$15.00 per semester or a total of \$30.00 for one school year.
12. Senior graduation expenses: class dues and fundraising activities are the principle source of funding. Other expenses for banquets, pictures, announcements and prom are optional. The Graduation Ceremony is an extra-curricular activity.
13. Cheer Squad uniforms: estimated cost is \$400-\$600. 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 reduced 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 at the beginning of each school year and no later than September 10th of each year.

Additional specification of fees, which may be charged, and materials which may be required pursuant to the Student Fee Policy:

STUDENT FEE CHART

Program	Descriptions	Cost/Materials
Elementary Program		
Lunch	Student Pays/Free/Reduced	See prices
Field Trip Lunch	Student Pays	\$5.00 Max.
School Picture Packets	Student Pays All, Optional	Varied Package Groupings
Play Matinees	Optional	\$1.00
Band Books, Reeds, Etc.	Optional Activity, Student Pays	\$10.00/varies
Pencils, Paper, Consumable items	Additional items may be provided by student	Varies
Classroom Supplies	Items students want/Not Provided	Not to Exceed \$10.00
District Sports Admission/Plays	General Admission--All Pay--Optional	Up to \$5.00
Instrument Rent/Deposit	Optional Activity, Student Pays	Varies
Projects	Permitted to supply materials	Varies
Paper Copies	Copies	\$.15 each
Secondary Program		
Program	Descriptions	Cost/Materials
Lunch	Student Pays/Free/Reduced	Up to \$2.95
Field Trip Lunch	Student Pays	\$5.00 Max.
Sports Admission/Plays	Adult & Student	See following section
School Picture Packets	Students Pays All, Optional	Varied Package Groupings
Hall Pass Book	Replacement cost	\$5.00
Music--Instrument Rent/Deposit	Optional Activity, Student Pays	
Band Uniform Cleaning	Optional Activity, Student Pays	\$40.00 Max./Varies
Band/Vocal--Reeds, Consumables	Optional Activity, Student Pays	\$15.00
Pencils, Paper, Consumable items	May be purchased at school office	Varies
Sports Admission/Plays	General Admission--All Pay--Optional	Up to \$5.00/varies
Curriculum Projects	Permitted to supply materials for--	Art--\$10.00
	Course Projects	Woods--\$5.00 + Cost
		Metals--\$7.00 + Cost
Alternative Project/School Property	Alternative Projects Available/No Cost	Construction \$7 + Cost
	Speech/Mock Trial	\$5.00 to \$15.00
Materials for project pupil retains	Completed Projects	Amount Varies
Lockers	Replacement cost	Current price
Calculators	Regular or Graphic Calculator	Replacement cost if lost
Senior Announcements	Not Required--Optional	
Senior Class	Cap/Gown/Flowers/Annual/Video,etc.	\$40.00
Class Rings	Not Required--Optional	
Yearbooks	Optional Purchase	\$40.00 to \$50.00
School Materials/Damaged/Lost	Replacement Cost	Varies
Field Trip Admission	Student Pays	\$1.00 to \$5.00
Safety Goggles--Science/Shop	School provides one pair per student	Replacement Cost
Technological Equipment	Laptop Computer	Replacement Cost

	iPod	Replacement Cost
	Scientific Calculator	Replacement Cost
Class Dues	Set by Class/Extra-Curr. Activities	\$20 to \$30 for year--Option
College Classes/Books/Fees	Student pays tuition/college fees	School provides books and supplies for H.S. credit
	Optional Class Activity	
Driver Education	Optional Class--Student Pays	Price set by Admin.
Physical Education	Clothes/Student Provides	Tops, shoes, socks, shorts
Paper Copies	Copies	\$.15 Each
Extracurricular Programs		
Fundraisers	Decided by Sponsor/Class	\$10-\$20--Varies
Sports Shoes/Bags/Etc.	Optional, not specified	
Sports shirts, jackets	Decided by Teams/Sponsor	Varies
FBLA	Fundraisers to pay of registrations,	
	travel, dues, etc.	Varies
	Dues/Chapter Activities	\$20.00
	Conventions--Student Pays	Varies
FFA	Fundraisers to pay for registrations,	Student Pays--if they do
	travel, dues, etc.	not participate
	Clothing--Student Pays--Jacket/Tie	\$50--\$80.00
	Conventions--Student Pays	Varies
Athletic Physical	Student Pays	Varies with Clinic
Sports Clinic	Student Pays--Optional	Cost of Clinic
Homecoming/Prom Dance	Optional--9-12 Graders--Student Pays	Up to \$6.00
	Must Pay All Class Dues	
School Dances	Optional--Student Pays	Up to \$6.00
FBLA	Fundraisers to pay of registrations,	
	travel, dues, etc.	Varies
	Dues/Chapter Activities	\$20.00
	Conventions--Student Pays	Varies
Play Production/Speech/Mock Trial	Meals--Student Pays	Varies
Track	Shoes--Student Pays	\$50.00--\$100.00
Golf	Shoes, Clubs, Bag, Clinics, Student	Varies--\$200--\$500
Girls/Boys Basketball	Shoes, Practice Attire, Clinics,	Varies--\$100--\$200
	Student Pays	
Football, Volleyball, other sports	Shoes, Clinics, Student Pays	Varies--\$100--\$200
Athletic Uniforms--Sports	Team Uniforms, Safety Equipment	Items are checked out to
	provided by school, all other athletic	each student, Lost or
	personal items are provided by	damaged items, student
	student	pays replacement cost.
Cheerleaders	Fundraisers to raise money for items	Varies---Student pays costs
		if they do not participate.

Business Operations:

Payment

Lyons-Decatur Northeast Schools are now able to accept credit/debit cards as payment for most student fees that are required for the student or their parents to pay. Personal check, cash, cashier's check, or money orders will also be acceptable forms of payment.

Insufficient Funds

When a check is returned for insufficient funds or payment on a credit or debit card is rejected, the Superintendent’s designee shall attempt to contact the person a minimum of two times to collect the amount that remains due and owing.

In the event that an individual’s method of payment is rejected, such person shall be required to pay the amount that remains due and owing by cash, cashier’s check or money order, plus a returned check fee of \$15.00 to cover the administrative expense of having to address the matter.

ACTIVITY TICKETS - OPTIONAL

All current students (PK-12th grade) of Lyons-Decatur and Bancroft-Rosalie school districts will be admitted FREE. An individual adult activity pass for 2018-19 may be purchased for \$40 at either school Business Office. Second adult in same family can purchase the 2nd ticket for \$20. Senior Citizen Tickets are free for those 65 and over. They are for home games only and good for a lifetime. Please stop by the Superintendent’s Office to obtain one. Regular high school game/contest admission is \$5.00 for adults and \$4.00 for students K-12 (non-BRLD).

Admission for Junior Varsity volleyball, football, basketball, and track meets is \$3.00 for adults and \$2.00 for non-BRLD students.

Admission for Junior High volleyball, football, basketball, and track meets is \$2.00 for adults and \$1.00 for non-BRLD students.

Admission will be paid by all adults and students for Special Tournaments/Events or East Husker Conference Tournament games/events or NSAA games/event.

Elementary students attending games must have parent/adult supervision.

Section 1 Notice of Nondiscrimination

The Lyons-Decatur Northeast Public Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs or activities, treatment, or employment.

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

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

Section 2 Designation of Coordinators

Any person having concerns or needing information about the District’s compliance with anti-discrimination laws or policies should contact the District’s designated Coordinator for the applicable anti-discrimination law.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; 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

The Coordinator may be contacted at: PO BOX 526, Lyons, NE, 68038 or 687-2363.

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination. The Lyons-Decatur Northeast Public 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 Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Lyons-Decatur Northeast Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace 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 Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

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

Multicultural Policy

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Section 5 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities 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 6 Notification of Rights Under FERPA

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

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

Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

The District forwards education records (may include academic, health and discipline records) that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. .

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

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

NOTICE CONCERNING DIRECTORY INFORMATION

The District may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous school attended. Directory Information includes school sponsored internet sites. 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 designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Lyons-Decatur Northeast Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Section 7 Notice Concerning Disclosure of Student Recruiting Information

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

Section 8 Notice Concerning Staff Qualifications

The Every Student Succeeds Act gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the District 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, the District 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 9 Student Privacy Protection Policy

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

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

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

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

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

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

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

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

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

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

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the

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

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

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

The District’s Title I Parental Involvement Policy is established in compliance with the Every Student Succeeds Act. The District 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 the District 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 the District 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 will:

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 will 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 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 District, and the homeless child continues to live in the District, transportation to and from the school or origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Lyons-Decatur Northeast Public Schools based on it being the school of origin, the new school and Lyons-Decatur Northeast Public Schools 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 12. Breakfast and Lunch Programs

The District 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 District provides the United States Department of Agriculture's required nondiscrimination statement:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

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 information will be available in the office of the Superintendent:

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

ELEMENTARY SECTION

The handbook covers most areas of concern for elementary and secondary students and parents. The following information is an extension of the handbook that is geared for elementary students and parents only.

MONEY SENT TO SCHOOL

We urge you to put money in an envelope for your child. Write your child's name on the envelope, the amount and purpose for which it was intended. This will help prevent errors and lost money.

For example: Your child's milk ticket for afternoon milk break is separate from the hot lunch program and you may need to send money to school with your child to purchase a new milk ticket.

FIELD TRIPS

During the course of the school year opportunities arise for classes to go on field trips which enhance concepts and ideas presented in the regular curriculum. We feel this is an important part of learning and encourage these educational experiences. Field trips are sponsored by the classroom teacher and volunteer parents (if more sponsors are needed). Pertinent information regarding the trip is sent home in advance of the field trip.

COLD WEATHER

In most cases students will be outside for recess period. It is necessary that students be clothed properly - wearing warm clothes, coats, and boots. During rain or severe cold (general guidelines are < 20°F temperature or < 35°F wind chill) the students will remain inside during recess period. Outdoor dress should be appropriate for the health and safety of students. Students must be wearing pants and coats and/or jackets at any temperature below 50°F. Between 50°F and 65°F, students must be wearing long sleeves, but coats and/or jackets are optional. At any temperature above 65°F, shorts and short-sleeve t-shirts may be allowed. Staff may determine if a student should stay inside for recess based on these general guidelines meant for student safety. This is not considered a consequence, and students will have free time under adult supervision.

A pair of clean gym shoes is to be kept at school for use during inside recess and P.E. These shoes should not be worn outside during the school day.

ELEMENTARY ATTENDANCE AT HIGH SCHOOL ACTIVITIES

Northeast Elementary students are encouraged to attend secondary extra-curricular activities and must be accompanied by an adult. An adult is considered anyone 19 years or older, this adult will be responsible for the elementary student while attending the competition.

ELEMENTARY SCHOOL RULES

The following general rules cover all elementary school students.

1. Keep hands and feet to yourself.
2. Respect everyone and everything.
3. Be responsible for your actions.
4. Always do your best.

Individual classroom teachers will develop their own set of classroom rules appropriate for their grade levels to coincide with the Elementary School Rules.

Parent-Student-School Learning Compact

Parent/Caring Adult:

I understand that my participation in my child's education will help his/her achievement and attitude. I will

carry out the following responsibilities:

1. Provide a quiet place/time to do school work.
2. Make sure my child gets adequate sleep and has a healthy diet.
3. Make sure my child is at school on time and attends regularly.
4. Spend at least 15 minutes per day reading/talking with my child.
5. Communicate and work with school staff to support and challenge my child.

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

1. Return completed school work on time.
2. Be at school on time unless I am sick.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Come to school prepared to learn.

Title 1 Staff: I understand the importance of the school experience to every student and my role as a teacher. I will carry out the following responsibilities:

- 1 Teach necessary concepts to your child.
- 2 Be aware of the need of your child.
- 3 Regularly communicate with you on your child's progress.
- 4 Provide a safe, positive, and healthy learning environment for your child.
- 5 Respect the cultural differences of students and their families.

SPECIAL SERVICES

Special Education: Works mainly with students having a learning disability. These students have average or above average intelligence but their specific differences in learning style prevent them from reaching their full potential through conventional teaching and learning methods. The special resource teachers are trained to utilize methods and materials to facilitate the training style of the child with a learning disability. Students are placed as a result of testing, teacher's referral, and parental permission.

Title I Reading & Math: Title I in the elementary is considered a school wide program. This means that all students can participate without being identified or tested. The program is for students needing extra help with their work, particularly in reading and math.

CONTRACTED SERVICES (ESU #2)

Speech Therapist: screens referred students in the areas of speech, hearing and language. The therapist then designs a program for each student. The therapist works with each child on an appointment basis throughout the week and consults with the standard teacher to strengthen the child's deficit area.

Psychologist: tests referred students and provides assistance in planning for instruction.

CURRICULUM INFORMATION

LANGUAGE ARTS (Reading, English, Spelling)

- ★Kindergarten focuses on encouraging a literate environment in which children experience the functional and pleasurable aspects of language and books.
- ★Kindergarten to 3rd grade will use the Reading Mastery Program.
- ★First, Second and Third Grades use the Adventures in Language program.
- ★Grades 4-6 use the Daily 5 Series (2011) for Language Arts.
- ★"Units of Study" program helps students become better thinkers, readers, listeners and speakers through a wide variety of writing experiences. These skills are integrated with basic grammar concepts.
- ★The upper grades have a wide range of material crafted to support instruction and decision-making and students' meaningful practice and transfer of skills and strategies.

MATHEMATICS: Saxon (2008) will be used to provide a mix of computation, problem solving, thinking skills, and

hands on experiences. Eureka Math will be piloted in grades 4 and 7 in the 2019-20 school year

SCIENCE: In science we use the Pearson Science book in conjunction with Elementary Science Study units in developing a rounded curriculum of hands on activities combined with book work, record keeping, investigating and predicting. Health Units are also included in the books.

SOCIAL STUDIES: The Northeast Elementary has adopted the Macmillan Social Studies Series (1995). It builds an effective foundation in American and world history with a focus that stimulates an understanding and respect for our American heritage and geography, while developing map and globe skills. In addition, the fourth grade makes a complete study of Nebraska history and geography, which includes a field trip to Lincoln. The 6th grade uses "TCI - Geography Alive". Also, daily news of importance is reported and discussed.

COMPUTER: Fourth, Fifth and Sixth grade students will have structured keyboarding/computer application classes taught by the media specialist. All elementary students will receive exposure to computer education throughout the curriculum and especially during library/computer literacy classes with the elementary librarian.

MUSIC

Kindergarten through sixth grades will receive vocal music most days. Fifth and sixth grade students can opt to receive instrumental music instruction.

PHYSICAL EDUCATION

Kindergarten through third grade will receive physical education instruction every other day. Fourth through sixth grades will receive physical education instruction every day. A pair of clean gym shoes is to be kept at school for use during inside recess and P.E. These shoes should not be worn outside during the school day.

Preschool **Philosophy and Policies**

This early childhood program will feature hands on learning opportunities for children ages 3-5 based on Teaching Strategies Gold as suggested by the State of Nebraska Department of Education as well as the Nebraska Early Learning Guidelines for Ages 3-5. The children will work with other preschoolers to discover the wonders of their environment. The content areas of this program will focus on social studies (people in our community, safety), music, drama, literature (group reading, guest readers), science (field trips, age appropriate experiments), math (daily calendar), writing centers, and art.

The goals for L-D Early Childhood Program are:

- To nurture respect for other students in our classroom
- To promote active learning among the students
- To help build self-confidence in the preschool child's ability to learn

Enrollment:

Registered students attend either the a.m. or p.m. session. There are approximately 30 positions open each year. These spots will be filled on a first come -first serve basis. Consideration will be taken for class size at the administration's discretion

Class Schedule:

- Class will be held on Monday through Thursday
- The morning session will be 8:00-11:30 a.m.
- The afternoon session will be from 12:00-3:30 p.m.
- Please do not bring your child more than 5 minutes before class begins, and please have them picked up within 5 minutes of class dismissal.
- Please park on 5th street when picking up your child from the morning session and delivering your child for the afternoon session. Do not use Lincoln street or North parking lot for pick up and delivery.
- We will follow the same weather delays/cancellations as Lyons-Decatur Northeast Schools

Health and Safety:

- If your child has thrown-up or had excessive diarrhea (been to the bathroom 3-4 times) within 24 hours of a preschool day, please keep them home to rest and recuperate

- If your child has a temperature higher than normal, please keep them home, until they do not have a fever for 24 hours, without medication (Motrin, Tylenol)
- In the event of head lice in our classroom, you will be notified. The child with head lice cannot return to preschool until 24 hours after being treated COMPLETELY!!
- Parents will be contacted as requested on emergency forms should your child become sick at school
- We will follow Lyons-Decatur Northeast Safety Plan, and practice fire drills and tornado drills with the district

Breakfast/Lunch:

- Breakfast and Lunch are provided through the schools hot lunch program. This is a federal program and applications for free and reduced breakfast/lunch are available.

Dress Code & Toys from Home:

- Please remember this is a hands on learning environment, dress your children comfortably, and in clothes that can get dirty (learning is good dirty FUN!!!).
- We have a sound box, and our goal is to have a toy brought from home that starts with that sound; however, mornings can be hard...if your child would like to bring something special to preschool, please label it with your name and let the teacher know that you have it when you arrive.

Birthdays & Holidays:

- We honor and celebrate all "traditional" holidays, however, I am open to any concerns parents may have. Please understand throughout the course of the year we also discuss other holidays in our culture as well.
- We celebrate children's birthdays, the child gets a crown, and to bring a special snack that day, we sing Happy Birthday in the opening session as well as at snack time.

Discipline:

- Our approach to discipline is that preschoolers are still learning what to do and what not to do,
- Children are rewarded through progressive positive behavior management.