East Butler Public School

Parent-Student Handbook
2016-2017
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East Butler Public Schools Student/Parent Handbook  
2016-2017 School Year

Foreword

Section 1  Intent of Handbook
This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about East Butler Public School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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

Section 2  Members of the Board of Education

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
</tr>
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<tbody>
<tr>
<td>Megan Kosizek, President</td>
<td><a href="mailto:mkozisek@ebutler.esu7.org">mkozisek@ebutler.esu7.org</a></td>
</tr>
<tr>
<td>Marlene Wade, Vice President</td>
<td><a href="mailto:mwade@ebutler.esu7.org">mwade@ebutler.esu7.org</a></td>
</tr>
<tr>
<td>Dan Zysset, Secretary</td>
<td><a href="mailto:dzysset@ebutler.esu7.org">dzysset@ebutler.esu7.org</a></td>
</tr>
<tr>
<td>Jan Bostelman</td>
<td><a href="mailto:jbostelman@ebutler.esu7.org">jbostelman@ebutler.esu7.org</a></td>
</tr>
<tr>
<td>Stonie Cooper</td>
<td><a href="mailto:scooper@ebutler.esu7.org">scooper@ebutler.esu7.org</a></td>
</tr>
<tr>
<td>Mark Janak</td>
<td><a href="mailto:mjanak@ebutler.esu7.org">mjanak@ebutler.esu7.org</a></td>
</tr>
<tr>
<td>Nate Radenslaben</td>
<td><a href="mailto:nradenslaben@ebutler.esu7.org">nradenslaben@ebutler.esu7.org</a></td>
</tr>
<tr>
<td>Chris Rezac</td>
<td><a href="mailto:crezac@ebutler.esu7.org">crezac@ebutler.esu7.org</a></td>
</tr>
<tr>
<td>Kim TePoel</td>
<td><a href="mailto:ktepoel@ebutler.esu7.org">ktepoel@ebutler.esu7.org</a></td>
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Section 3  Administrative Staff

<table>
<thead>
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<th>Name</th>
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<tbody>
<tr>
<td>Sam Stecher</td>
<td>Superintendent</td>
<td>District Office</td>
<td><a href="mailto:sstecher@ebutler.esu7.org">sstecher@ebutler.esu7.org</a></td>
</tr>
<tr>
<td>Michael Eldridge</td>
<td>Secondary Principal</td>
<td>Jr/Sr High School</td>
<td><a href="mailto:meldridge@ebutler.esu7.org">meldridge@ebutler.esu7.org</a></td>
</tr>
<tr>
<td>Shawn Biltoft</td>
<td>Elementary Principal</td>
<td>Brainard &amp; Dwight</td>
<td><a href="mailto:sbiltoft@ebutler.esu7.org">sbiltoft@ebutler.esu7.org</a></td>
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Section 4  Teaching Staff
East Butler Jr/Sr High School

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Kevin Behne</td>
<td>Social Sciences</td>
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<tr>
<td>Sandy Bongers</td>
<td>Family Consumer Science</td>
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</tr>
<tr>
<td>Aaron Christensen</td>
<td>Math</td>
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<tr>
<td>Deanna Ebmeier</td>
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<tr>
<td>Randy Fuehrer</td>
<td>Business and Music</td>
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<tr>
<td>Doug Glasshoff</td>
<td>Math</td>
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</tr>
<tr>
<td>Shane Hennessy</td>
<td>Agriculture and Industrial Arts</td>
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<tr>
<td>Vickie Hines</td>
<td>Music</td>
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<td>Greg Jahde</td>
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<tr>
<td>Courtney Johnson</td>
<td>Foreign Language - Spanish</td>
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<td>Heather Kavan</td>
<td>Library</td>
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<tr>
<td>Doug McGee</td>
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<tr>
<td>Gary McGrath</td>
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<td>Dale Nielsen</td>
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<tr>
<td>Nancy Schulz</td>
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<tr>
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<td>Diane Svoboda</td>
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<td>Andrew Wood</td>
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**East Butler Elementary School - Brainard**

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<tr>
<td>Kathy Bohac</td>
<td>Classroom Teacher</td>
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<tr>
<td>Jodi Chapek</td>
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<td>Diana Christensen</td>
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<td>Becky Dozler</td>
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<tr>
<td>Chris Hampl</td>
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<tr>
<td>Sophie Hermelbracht</td>
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<td>Leslie Holthus</td>
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## East Butler Elementary School - Dwight

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<tr>
<td>Tanya Brabec</td>
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<td>Mary Miller</td>
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<td>Marilyn Walla</td>
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### Section 5 Support Staff

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<td>Doug Ault</td>
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<td>Kate Barker</td>
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### School Calendar

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<td>August 10</td>
<td>Teacher Professional Development</td>
</tr>
<tr>
<td>August 11</td>
<td>K-12 Students First Day (1:30pm Dismissal)</td>
</tr>
<tr>
<td>August 15</td>
<td>Preschool First Day</td>
</tr>
<tr>
<td>September 5</td>
<td>Labor Day - NO SCHOOL</td>
</tr>
<tr>
<td>September 21</td>
<td>Parent/Teacher Conferences - 3:00pm-8:00pm (1:30pm Dismissal)</td>
</tr>
<tr>
<td>September 26</td>
<td>Teacher Professional Development - NO SCHOOL</td>
</tr>
<tr>
<td>October 14</td>
<td>End of 1st Quarter/45 Days (1:30pm Dismissal)</td>
</tr>
<tr>
<td>October 20</td>
<td>2:30pm Dismissal</td>
</tr>
<tr>
<td>October 21</td>
<td>Fall Break - NO SCHOOL</td>
</tr>
<tr>
<td>October 24</td>
<td>Teacher Professional Development - NO SCHOOL</td>
</tr>
<tr>
<td>November 14</td>
<td>Teacher Professional Development - NO SCHOOL</td>
</tr>
<tr>
<td>November 23</td>
<td>Early Dismissal - 1:30pm (Thanksgiving Break)</td>
</tr>
<tr>
<td>November 24</td>
<td>NO SCHOOL - THANKSGIVING</td>
</tr>
<tr>
<td>November 25</td>
<td>NO SCHOOL - THANKSGIVING</td>
</tr>
<tr>
<td>December 19</td>
<td>Last Day for Preschool</td>
</tr>
<tr>
<td>December 20</td>
<td>Last Day for Elementary (12:00pm Dismissal)</td>
</tr>
<tr>
<td>December 21</td>
<td>End of 2nd Quarter/1st Semester (12:00pm Dismissal)</td>
</tr>
<tr>
<td>December 22</td>
<td>Christmas Vacation Begins (December 22 - January 3)</td>
</tr>
<tr>
<td>January 3</td>
<td>Teacher Professional Development - NO SCHOOL</td>
</tr>
<tr>
<td>January 4</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>February 8</td>
<td>Parent/Teacher Conferences - 3:00pm-8:00pm (1:30pm Dismissal)</td>
</tr>
<tr>
<td>February 9</td>
<td>Early Dismissal - 2:30pm</td>
</tr>
<tr>
<td>February 10</td>
<td>NO SCHOOL</td>
</tr>
<tr>
<td>February 13</td>
<td>Teacher Professional Development - NO SCHOOL</td>
</tr>
<tr>
<td>March 10</td>
<td>End of 3rd Quarter/46 Days (1:30pm Dismissal)</td>
</tr>
<tr>
<td>March 13</td>
<td>Teacher Professional Development - NO SCHOOL</td>
</tr>
<tr>
<td>April 13</td>
<td>Early Dismissal - 2:30pm (Easter Break)</td>
</tr>
<tr>
<td>April 14</td>
<td>Easter Break - NO SCHOOL</td>
</tr>
<tr>
<td>April 17</td>
<td>Easter Break - NO SCHOOL</td>
</tr>
<tr>
<td>May 10</td>
<td>Seniors Last Day</td>
</tr>
<tr>
<td>May 13</td>
<td>Graduation - 2:00pm</td>
</tr>
<tr>
<td>May 16</td>
<td>Last Day for Preschool</td>
</tr>
<tr>
<td>May 17</td>
<td>Last Day for Elementary (12:00pm)</td>
</tr>
<tr>
<td>May 18</td>
<td>End of 4th Quarter/2nd Semester (12:00pm)</td>
</tr>
<tr>
<td>May 19</td>
<td>Teacher Professional Development - NO SCHOOL</td>
</tr>
</tbody>
</table>
Article 1 – Mission and Goals

Section 1  School Mission and Vision:

Mission Statement
Welcome to East Butler Public Schools. East Butler Public Schools, in cooperation with the communities we serve, will inspire students to become responsible, creative, and innovative citizens in the ever-changing world.

Vision of East Butler Public Schools
- Create a safe and respectful environment for students and staff members.
- Expect and provide for high levels of commitment, collaboration, and communication among students, staff, and community members.
- Provide and maintain an effective curriculum that aligns with recognized standards and is systematically monitored.
- Empower students with innovative technology and strategies to succeed in a global society.
- Value diversity in ways that enrich student learning.

Section 2  Goals and Objectives:
The goals and objectives of the East Butler Public School 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 East Butler Public School expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

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 5  **Wellness Policy**

**Physical Activities to Promote Student Wellness**

The established goal is to implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education. The administration establishes the following additional goals and actions to achieve such goals:

1. **Curriculum:** Health and physical education will be integrated into other subjects to complement, but not replace, the health and physical education curriculum provided in accordance with NDE Rule 10. Educators are to incorporate physical activity promotion and non-sedentary lifestyles in all subject areas as appropriate.

2. **Physical Activity During the School Day:**
   a. Recess:
      i. Elementary students will have the opportunity for daily recess. Weather and other conditions permitting, recess will be outdoors. Students who are idle during recess are to be encouraged by supervising staff to engage in physical activity.

      ii. Middle School and High School students will have the opportunity for physical activity during their lunch period. Outside facilities will be open to use during lunch when possible.

   b. Class Time: Physical activity within class periods (e.g. stretching breaks when students are at task for more than 50 minutes) will be encouraged.

3. **Physical Activity To/From School:**
   a. Biking or walking to school will be encouraged. Bike racks will be established commensurate with need.

   b. In establishing bus pick up/drop off sites, the fact that students will have to walk farther from a particular site will not necessarily be considered as a negative factor.

4. **As Punishment:** Physical activity will not be used as punishment and will not be withheld as punishment. This guideline shall not apply to extra-curricular activities. Educators may use appropriate professional discretion to make exceptions to this guideline. In no event, however, will physical activity be used as a form of corporal punishment.
5. **Display Physical Activity Educational Materials:** The cafeteria, gym and health classrooms shall display posters or other communications suitable to the ages of students served that promote physical activity and non-sedentary lifestyles (e.g., display sports posters, walking fitness posters). Educators are encouraged to incorporate such communications in their classrooms as well.

6. **Physical Activity Health Events:** Educators are encouraged to search for and take advantage of events that promote physical activity education. Activities may include:
   a. health fairs
   b. traveling health exhibits
   c. field trips to physical activity centers
   d. physical activity speakers (school assemblies or class speakers representing sports figures, medical people)

7. **Family:**
   a. School communications to parents will include information that promotes physical activity. Such communications may include information about the benefits of physical activity to children and the distribution of information about youth sports programs.

8. **Staff:** Our employees are encouraged to be healthy role models for students. It is important for students to receive consistent messages. Staff is encouraged to be seen engaging in non-sedentary lifestyles. For example, staff is encouraged to walk or bike to work; use stairs even if an elevator is available; and share appropriate personal information about physical activities they engage in to remain fit.

**Other School Activities to Promote Student Wellness**
The established goal is to offer other suitable opportunities to students to engage in health promoting activities. The administration establishes the following additional goals and actions to achieve such goals:
1. **Extracurricular Programs:** The District will offer athletic and other activity programs subject to and in compliance with the bylaws of the Nebraska School Activities Association.

2. **Advertising:** The administration will monitor advertising that occurs in the school and endeavor to limit messages that promote foods of minimal nutritional value.

3. **Staff Development:**
   a. Professional staff members will be provided with professional development and guidance on appropriate practices and procedures to implement the school wellness goals and recommendations. Professional development activities will include activities each year related to the integration of physical activities and nutrition education into the academic curriculum, use of food as rewards and denial of physical activities as a disciplinary consequence, and other wellness goals and activities.
   b. The District will provide ongoing training and development for food service staff related to nutrition and wellness goals and activities.

4. **Community Resources:** The administration will coordinate the school wellness program efforts with those available from medical and other community organizations.
Nutrition Guidelines
The established nutrition guidelines for foods available in each school building during the school day are as follows:
(1) lunch programs will be offered which meet or exceed the requirements of federal and state law and regulatory authorities and (2) no foods in competition with the school lunch program shall be sold or otherwise made available to students anywhere on school premises during the period of one-half hour prior to the serving period for lunch and lasting until one-half hour after the serving of lunch.
The administration established the following additional nutrition guidelines and actions to meet the guidelines:
1. Conditions for School Meals:
a. Scheduling meals. Lunch periods will be scheduled at times when students are in need of nutrition (e.g., in the middle of their school day). Students will be provided adequate time to eat. In general students will, upon arrival in the cafeteria, have 15 minutes to eat lunch.
b. Conditions for meals. Efforts shall be made to establish comfortable and relaxing eating conditions. The factors to promote these conditions will be a clean, orderly environment, pleasant food services staff, adequate seating, enforcement of student conduct rules and adequate supervision.
2. Selection of School Meals:
a. School Meals: School meals shall at a minimum meet nutrition requirements established by state and federal law. The school food service staff is to offer meals that are of a nutritional value higher than that required. Emphasis is to be on good menu planning principles that offer healthy food choices including lean meats, a variety of fruits and non-fried vegetable daily, whole grains once each week, and low-fat or nonfat milk daily. Locate these choices where they are readily accessible to students.
3. Student's Meals From Home: Students will be discouraged from sharing food and be prohibited from sharing foods brought from home. Parents will be encouraged via health promotional materials to make healthy choices for student lunches.
4. Closed Campus. To encourage students to eat a nutritious lunch, K-8 students will not be permitted to leave school during the school day for the purpose of lunch. 9-12 students who leave campus for lunch, (with parent permission), may not bring any purchased meals or other food back to the school building. The administration may grant special exceptions to the closed campus rule as needed (e.g. for students with special dietary needs). Students may not bring pop/sport drinks into the building at any time. STUDENTS THAT ARE ON THE DOWN LIST WILL BE SUBJECT TO CLOSED CAMPUS UNTIL THEY ARE NO LONGER ON THE LIST.
5. Foods available during the school day:
a. Water: Students will be allowed access to water during the school day. Water fountains are available. Educators may in their discretion allow students to bring water bottles to classes. Students will not be permitted to bring soda pop or other drinks or food to class.
b. Food rewards. Food will not be used as rewards. No foods are to be provided by the school or school staff during instructional time except: healthy foods, foods provided for instructional purposes (e.g., cultural programs, FCS classes, and foods given in accordance with a special education student's IEP).
c. Classroom Celebrations:
   i. Staff is not to offer students foods of minimal nutritional value for classroom celebrations.
ii. Parents are to be encouraged to bring healthy foods for classroom celebrations.

6. Fund-raising:
   a. School clubs are not to sell foods of minimal nutritional value for the period of 1/2 hour before and 1/2 hour after lunch periods.
   b. Student clubs are encouraged to not sell foods of minimal nutritional value as part of fund-raising efforts.
   c. Each activity sponsor shall report to the Principal the percentage of total fund-raising receipts from sales of foods of minimal nutritional value as of the end of each school year.

7. School activities/events:
   a. Athletes: Student athletes serve as role models. Coaches are to encourage healthy eating by student athletes. The coaches' conduct rules may limit consumption of foods of minimal nutritional value by their athletes during their sport season.
   b. Concessions: Concession stands will include healthy food choices. Efforts will be made to reduce offerings of foods of minimal nutritional value.

8. Definition of Foods of Minimal Nutritional Value: For purposes of this regulation, "foods of minimal nutritional value" has the same meaning as in the federal regulations for the National School Lunch program. Foods of minimal nutritional value are as follows:
   Food of minimal nutritional value means: (i) In the case of artificially sweetened foods, a food which provides less than five percent of the Reference Daily Intakes (RDI) for each of eight specified nutrients per serving; and (ii) in the case of all other foods, a food which provides less than five percent of the RDI for each of 8 specified nutrients per 100 calories and less than 5% of the RDI for each of eight specified nutrients per serving. The 8 nutrients to be assessed for this purpose are -- protein, vitamin A, vitamin C, niacin, riboflavin, thiamine, calcium, and iron.
   Specific foods of minimal nutritional value are:
   (1) Soda Water.
   (2) Water Ices (except those which contain fruit or fruit juices).
   (3) Chewing Gum.
   (4) Certain Candies -- Processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients which characterize the following types:
      (i) Hard Candy -- A product made predominantly from sugar (sucrose) and corn syrup which may be flavored and colored, is characterized by a hard, brittle texture, and includes such items as sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers and cough drops.
      (ii) Jellies and Gums -- A mixture of carbohydrates which are combined to form a stable gelatinous system of jelly-like character, and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.
      (iii) Marshmallow Candies - An aerated confection composed as sugar, corn syrup, invert sugar, 20 percent water and gelatin or egg white to which flavors and colors may be added.
      (iv) Fondant -- A product consisting of microscopic-sized sugar crystals which are separated by thin film of sugar and/or invert sugar in solution such as candy corn, soft mints.
(v) Licorice -- A product made predominantly from sugar and corn syrup which is flavored with an extract made from the licorice root.
(vi) Spun Candy -- A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.
(vii) Candy Coated Popcorn -- Popcorn which is coated with a mixture made predominantly from sugar and corn syrup.

9. **Definition of Healthy Foods**: For purposes of this regulation, "healthy foods" means foods that are not foods of minimal nutritional value, and that are low in fats, sodium and sugars, and high per serving in the nutrients which are needed to meet Reference Daily Intakes.
# Article 2 – School Day

## Section 1  Daily Schedule

### Schedule A

**Regular Start/Dismissal 3:30pm**

| 1<sup>st</sup> | 8:00 – 8:46 |
| 2<sup>nd</sup> | 8:48 – 9:34 |
| 3<sup>rd</sup> | 9:36 – 10:22 |
| 4<sup>th</sup> | 10:24 – 11:10 |
| 5<sup>th</sup> | 11:12 – 11:58 |

**SH/Lunch**

A Lunch 12:00 – 12:30  
A Study Hall 12:32 – 1:02  
B Study Hall 12:00 – 12:30  
B Lunch 12:32 – 1:02  

| 6<sup>th</sup> | 1:04 – 1:50 |
| 7<sup>th</sup> | 1:52 – 2:38 |
| 8<sup>th</sup> | 2:40 – 3:26 |

### Schedule B (Last Day of The Week)

**Early Dismissal – 2:30pm – Tiger Time**

| 1<sup>st</sup> | 8:00 – 8:35 |
| 2<sup>nd</sup> | 8:37 – 9:12 |
| 3<sup>rd</sup> | 9:14 – 9:49 |
| 4<sup>th</sup> | 9:51 – 10:26 |
| 5<sup>th</sup> | 10:28 – 11:04 |
| 6<sup>th</sup> | 11:06 – 11:42 |

**7<sup>th</sup>/Lunch**

A Lunch 11:44 – 12:14  
A Class 12:16 – 12:52  
B Class 11:44 – 12:20  
B Lunch 12:22 – 12:52  

| 8<sup>th</sup> | 12:54 – 1:30 |
| T.T. | 1:30 - 2:30 |

### Schedule C

**Late Start - 10:00am – NO SH**

| 1<sup>st</sup> | 10:00 – 10:35 |
| 2<sup>nd</sup> | 10:37 – 11:12 |
| 3<sup>rd</sup> | 11:14 – 11:49 |

**4<sup>th</sup>/Lunch**

A Lunch 11:51 – 12:21  
A Class 12:23 – 12:58  
B Class 11:51 – 12:26  
B Lunch 12:28 – 12:58  

| 5<sup>th</sup> | 1:00 – 1:35 |
| 6<sup>th</sup> | 1:37 – 2:12 |
| 7<sup>th</sup> | 2:14 – 2:49 |
| 8<sup>th</sup> | 2:51 – 3:26 |

### Schedule D

**Early Dismissal – 1:30pm – NO SH**

| 1<sup>st</sup> | 8:00 – 8:35 |
| 2<sup>nd</sup> | 8:37 – 9:12 |
| 3<sup>rd</sup> | 9:14 – 9:49 |
| 4<sup>th</sup> | 9:51 – 10:26 |
| 5<sup>th</sup> | 10:28 – 11:04 |
| 6<sup>th</sup> | 11:06 – 11:42 |

**7<sup>th</sup>/Lunch**

A Lunch 11:44 – 12:14  
A Class 12:16 – 12:52  
B Class 11:44 – 12:20  
B Lunch 12:22 – 12:52  

| 8<sup>th</sup> | 12:54 – 1:30 |

### Schedule E

**Early Dismissal – 12:00pm**

| 1<sup>st</sup> | 8:00 – 8:28 |
| 2<sup>nd</sup> | 8:30 – 8:58 |
| 3<sup>rd</sup> | 9:00 – 9:28 |
| 4<sup>th</sup> | 9:30 – 9:58 |
| 5<sup>th</sup> | 10:00 – 10:28 |
| 6<sup>th</sup> | 10:30 – 10:58 |
| 7<sup>th</sup> | 11:00 – 11:28 |
| 8<sup>th</sup> | 11:30 – 12:00 |

### LUNCHES

1st Lunch - 7, 8, 9 (A, B, C, D)  
2nd Lunch - 10, 11, 12 (A, B, C, D)
Section 2 Severe Weather and School Cancellations
The Superintendent may close school in case of severe weather. The Tyco Notification System will be used along with local news media. The recorded message reads, "This is an Tyco Select Link. Please stand by, (Then the school message will be announced). Brought to you by Tyco Select Link." The school district will be using this "Mass Notification" system during the school year to announce school cancellations due to weather, postponements, and other unscheduled late starts or early dismissals not on our regular schedule, or any other school cancellations due to unforeseen emergencies. School closing information will also be broadcast on the following:

- KOLN-TV Channel 10

Decision to Close School. 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 along with the Tyco Select Link Notification. An early decision is not always possible because of uncertain weather conditions. In some instances, school will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities).

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be sent by Tyco Select Link along with notification to Channel 10. 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.

Section 3 Open/Closed Campus
All students are required to remain on campus during the school day. Students in grades 9-12 have the privilege of open campus. Open campus will be suspended if the privilege is abused by continual misconduct, littering or other acts by students deemed flagrant by school authorities or if they have been placed on the Downlist. Students are not permitted to go to their vehicle or drive home during lunch.
Students leaving the building to go uptown for lunch must exit through the east main entrance doors. Students must get parent permission to take part in open campus. This is noted on the student information sheet collected at the beginning of the year.

Section 4 Supervision Responsibility Before/After School
Arrival At School/Dismissal From School

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 not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

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

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

Signing A Child In And Out Of School
Pre-K to 6th grade students will check in and/or out of school with their classroom teacher. 7-12 students are required to sign in and/or out of school if they are entering after their first class or leaving prior to their final class. They must report to the main office for this purpose. The computer for signing in and/or out of school is located on the front counter. The school will only release children to adults designated by the parent on the emergency card. Secondary students who are absent for ten minutes or more during a period will be counted as absent.

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. 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 school 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.
Article 3 – Use of Building and Grounds

Section 1 Visitors
All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

Section 2 Smoke-Free Environment
All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District’s policy.

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:

<table>
<thead>
<tr>
<th>Lost Book:</th>
<th>Replacement cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missing one or both covers:</td>
<td>Same as lost book</td>
</tr>
<tr>
<td>Loose Cover:</td>
<td>$1.00</td>
</tr>
<tr>
<td>Missing Page:</td>
<td>50 cents per page (up to replacement cost)</td>
</tr>
<tr>
<td>Torn Page;</td>
<td>20 cents per page (up to replacement cost)</td>
</tr>
<tr>
<td>Marks that cannot be erased:</td>
<td>20 cents per mark (up to replacement cost)</td>
</tr>
</tbody>
</table>

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 may turn in an extra key to the 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. Students must keep backpacks, bags, and purses in their 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 and vehicles 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 and vehicles. 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. Use of the phone is not an excuse to be tardy to class. If you need to contact a staff member please do so prior to 8:00 A.M. or after 3:30 P.M.
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. Skate boards, roller-skates, and/or roller blades are not to be brought to school.

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
Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

Section 11 Accidents
Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal. If the school is unable to reach a parent, emergency phone numbers will be used.

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. Insurance brochures will be available in the school office.

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. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood.

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 Pets At School
*Arrangements should be made with the teacher ahead of time.
*The pet needs to be brought to school by the parent.
*The parent stays with the pet during the duration of the visit to the classroom.
*Returned home by the parent.

The school discourages the practice of bringing pets to school, and cannot assume responsibility for accidents.

Section 17 Elevator Use
Secondary students who are injured or on crutches may use the elevator to the second floor. A $5 elevator key deposit is required and will be returned when the elevator key is returned to the office.
Article 4 – Attendance

Section 1    Student Attendance (Board Policy 5008)

Attendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

   a. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:

      (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.

      (2) Other absences as determined by the principal or the principal’s designee.

   b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

      (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent’s responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.

      (2) Other absences are those in which the parent has not communicated a reason for the student’s absence.

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child’s absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.
A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal’s office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

3. **Mandatory Ages of Attendance.** A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

**Exceptions for Younger Students.** Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child’s parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child’s seventh birthday.

**Exceptions for Older Students.** Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

**Early Withdrawal for Students Enrolled in Accredited or Approved Schools.** A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

**Exit Interview.** The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent’s designee shall set a time and place for an exit interview if the child is enrolled in [Name] Public Schools or resides in the [Name] Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:
- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

**Withdrawal Form.** Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

**Early Withdrawal for Students Enrolled in an Exempt School (Home Schools).** A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. **Reporting and Responding to Excessive Absenteeism.** Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall
within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. 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 address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."

5. **Excessive Absenteeism.** Students who accumulate five (5) unexcused absences in a quarter 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:

a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and

b. One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

(i) Illness related to physical or behavioral health of the child.
(ii) Educational counseling;
(iii) Educational evaluation;
(iv) Referral to community agencies for economic services;
(v) Family or individual counseling; and
(vi) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.
6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.


Date of Adoption: [July 2014]

Section 2 Administrative Procedures

A. After five (5) and (8) days absent, per semester, parents will be notified.

B. After nine (9) days a final letter will be sent. Parents and students should be aware at all times of the total number of days missed from school. These can be checked with the main office or online (PowerSchool).

C. When students miss ten (10) or more days from class and the absences were not due to court placement or extended illness, parents and students will be notified that a referral has been made to the Butler County Truancy Program.

D. When a student misses fifteen (15) or more days from class, an attendance meeting will be scheduled with the Principal. The parents are expected to make every effort to attend this meeting. This meeting will consist of the development of an Attendance Improvement plan.

Section 3 Tardy Policy

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings. Secondary students who miss more than ten minutes during a period will be considered absent during that period. Early departures are not encouraged and are subject to be treated as tardies, excused, or unexcused absences.

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

a) First Tardy – Student referred to the office
b) Second Tardy – Parents contacted
c) Third Tardy – 30 minute detention or loss of recess time
d) Fourth Tardy – 60 minute detention or loss of two recess times

Subsequent tardies will result in a parent meeting and disciplinary consequences such as extended after school time, loss of privileges, in-school suspensions, and loss of credit.

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

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

Section 4 Attendance is Required to Participate in Activities

Students must attend school one half day the day of any scheduled school activity in order to participate in the activity. (Periods 1-4) This includes athletic contests, practices and dances. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.
Article 5 - Scholastic Achievement

Section 1  Grading System
Each teacher should define for students the grading procedures to be used in their classes. East Butler Public School will use the grading scale system as follows:

94 - 100  = A
86 - 93   = B
78 - 85   = C
70 - 77   = D
Below 70 = F

The following grade scale will be used to convert percent grades to a 4.0 GPA scale.

94 – 100 = 4.00
92 – 93 = 3.33
88 – 91 = 3.00
86 – 87 = 2.67
84 – 85 = 2.33
80 – 83 = 2.00
78 – 79 = 1.67
76 – 77 = 1.33
72 – 75 = 1.00
70 – 71 = 0.67
Below 70 = 0.00

East Butler will use the 4.0 grade point average to determine class rank, valedictorian, and salutatorian.

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the principle mission and responsibility for each student is to establish a firm academic foundation. Grades for students that are failing will be sent to the office by 9:00 a.m. on Monday. Students must have an accumulative average of less than 70% for that class to be placed on the Down List for that subject.

Students will become ineligible for activities if either one or both of the following conditions apply:
1) If a student has an average of below 70% in more than one class for a period of two weeks, they become ineligible for all activities.
2) Failure in three subjects during any one week period automatically makes a student ineligible for all activities. This includes athletics, plays, speech contests, dances, prom and all other extra-curricular activities.

Activities which are allowed for ineligible students are:
(A) Instructional field trips which are a part of the scheduled course learning experience; and,
(B) Activities or events which are a part of the student’s grade requirements.
Tiger Time. (Advisory Period) 7-12 students will be assigned a Tiger Time teacher. Tiger time will meet the last day of the school week from 1:30pm-2:30pm. Students will have the opportunity to get extra help from their teachers during this time. Tiger Time will also be used for class meetings, organizations, assemblies, and College/Career Readiness programs. Students are also encouraged to meet with their teachers after the 2:30pm dismissal, for further help in classes that they are failing.

Section 2 High School Yearly Course Requirements

CLASS LOAD
Each student in grades 7-12 is required to carry eight classes each semester. Students will remain in each class for the entire semester. Students with an IEP may take a study period with their resource teacher. Junior and Senior students are allowed one period of Work Experience. Seniors are allowed to have work release eighth period of the day.

STUDY PERIOD
7 – 12 grades students will be provided a study period during the school day. This time is to be used to study for courses, work on homework and projects, and access teachers. Students must remain in their assigned study period unless they have a pre-signed pass from a teacher. Students are expected to follow all procedures in regards to this study period.

DISTANCE LEARNING - Juniors & Seniors may take college level Distance Learning provided they have met the ACT score requirement of 19 in each subscore.

Section 3 GRADUATION REQUIREMENTS
To participate in commencement exercises or receive an East Butler Public School diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

To be eligible for graduation from East Butler Public School, a student must have earned a minimum of 250 semester hours credit in grades 9 through 12 inclusive. Credit hours will be computed in accordance with the Nebraska Department of Education. Satisfactory completion of the following courses must be presented in the candidate’s record:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>40 Credit Hours</td>
</tr>
<tr>
<td>Math (Algebra I, Geometry, Applied Math, or Algebra II)</td>
<td>30 Credit Hours</td>
</tr>
<tr>
<td>Science</td>
<td>30 Credit Hours</td>
</tr>
<tr>
<td>Social Studies (World History/Geography, American History to 1900 (One Semester), American History from 1900/World History, American Government/Economics</td>
<td>35 Credit Hours</td>
</tr>
<tr>
<td>Physical Education</td>
<td>15 Credit Hours</td>
</tr>
</tbody>
</table>
Speech 5 Credit Hours
Health 5 Credit Hours

<table>
<thead>
<tr>
<th>Required Hours</th>
<th>160 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives</td>
<td>90 Credit Hours</td>
</tr>
<tr>
<td>Total Hours Required for Graduation</td>
<td>250 Credit Hours</td>
</tr>
</tbody>
</table>

University of Nebraska Entrance Requirement
40 English
40 Math
30 Science
30 Social Sciences
20 Foreign Language (Same Language)
160 TOTAL UNITS

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.

Section 4 **EARLY GRADUATION**
In order to graduate in less than 4 years, a student must follow these guidelines:

A. Must have completed all graduation requirements.
B. Must submit a letter of request signed by both student and parent to the High School Principal by September 15th. The Principal will then arrange for a meeting with the guidance counselor for both the student and the parent to review the needs and responsibilities.
C. Student and parent must appear at the October School Board Meeting to request early graduation.
D. Must turn in all books and other equipment and pay all fines or fees.

There will be no mid-year graduation ceremony. Those students who elect to graduate early may receive their diplomas at the February School Board Meeting or the May ceremony. Following completion of graduation requirements, and cessation of attendance, the student will be considered a graduate, and no longer entitled to the right and privileges of students of East Butler High School, including but not limited to attendance at prom and student rates to attend school athletic events or activities.
Section 5  Promotion, 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 6  Schedule Changes
Students have three school days in which to make class schedule changes. All changes must be completed by 4:00 P.M. on the third day of school. Class changes must be approved by parents, guidance counselor and principal on the drop and add sheets.

Section 7  Report Cards
Report cards are issued at the end of each quarter or nine-week session. Percentage grades are used to designate a student’s progress. A grade of less than 70 (failing) carries no credit. A grade of “Inc” (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.

Section 8  Parent-Teacher Conferences
Parent-teacher conferences will be held during the middle of 1st quarter and mid-3rd quarter. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

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, and 1st and 2nd semesters. After each nine-week grading period students receiving grades in academic subjects that meet the criteria for the “A” and “Honorable Mention” Honor Rolls will be recognized. Work Experience, weight training, Web Master, work release, Jr. High electives, and Physical Education grades do not count toward the Honor Roll. All grades will be computed to the nearest one hundredth.

Criteria for “A” Honor Roll – Students must have a 94% average with no grade lower than 86%.

Criteria for “Honorable Mention” Honor Roll – Students must have an 86% average with no grade lower than 78%.

Section 10  National Honor Society:
The National Honor Society chapter of East Butler Public School is a duly chartered and affiliated chapter of this prestigious national organization.

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

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 90% or 3.0 or better on a 4.0 scale. Those students who meet this criterion are invited to complete an application form that provides the Faculty Council with information regarding the candidate’s leadership and service. A history of leadership experiences and participation in school or community service is required. To evaluate a candidate’s character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate’s service activities, character, and leadership. The application forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

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

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisor.

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.

Section 12  GENERAL POLICIES

NEW STUDENT REQUIREMENTS

New students enrolling at East Butler for the first time, need to have the following items on file:

*1. Identification Data Form.
2. Authorization Release Form - Form to be filled out by Parents for release of cumulative file from former school.
4. Free & Reduced Lunch Application Form (If applicable).
*5. Physical Examination - Applies to kindergarten, seventh grade, and students transferring from out of state.
*7. **Certified copy** of birth certificate. State law requires that a **certified copy** of a student’s birth certificate be used when enrolling a new student in school. If your child is registering with East Butler Public School for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

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

9. Acknowledge receipt of Internet Safety Policy
Items indicated with an * MUST be on file BEFORE the student is allowed to attend East Butler Public School.

COPY MACHINE
Students will not be allowed to use the copy machine for personal use. Students who wish to make copies of class related material may do so with approval at a cost of .10 cents per copy.

BREAKFAST/LUNCH COUNT/CAFETERIA PROCEDURES
Breakfast/Lunch count will be taken at the beginning of first period each day. Any student wanting seconds must let the teacher know when lunch count is taken. Any student who signs up for lunch or Breakfast in the morning and then fails to eat, will be charged for that meal. Students must clearly indicate whether they wish to eat or not. A copy of the Breakfast/lunch menu will be attached to the school bulletin and available on the school website. Breakfast Prices are: $1.60, Lunch prices are: Grades K-6 - $2.00; Grades 7-12 - $2.50; Adults - $3.10; Reduced Lunches - $.40 cents; Second Helping of Main Course - $1.00; Extra Milk during Lunch - $.40 cents per carton. Breakfast/Lunch money may be brought to the office each morning or brought to the elementary classroom teacher each day. Any money brought to school for breakfast/lunches will be deposited to your family account. All family members’ breakfasts, lunches, seconds, leftovers, and extra milk will be deducted from their family account each day. **NO MONEY WILL BE ACCEPTED IN THE LUNCH LINE.** Breakfast and Lunch prices are subject to revision at any time by the Board of Education. 7-12 students must line up in alphabetical order. The student who is first in line will be last the next day. Students who cut the lunch line will move to the end. (Exception - leaving early or absent due to school activity (i.e. track, etc.) If a student who is supposed to be first in line is absent or not eating, they will move to the end the next day. **Students causing problems will be placed at the end of the lunch line.** Seventh, Eighth, and Freshmen students are not to go to lockers while waiting for the bell to ring to end the first lunch period.

LEAVING THE BUILDING
Any 7-12 student leaving the building during the school day must sign out on the computer on the counter in the office and sign back in, if and upon, returning. Students may not leave school unless they have a prearranged make-up slip, a note or telephone call from parents or permission from the office. Students must include first and last name, time, and where they are going.

LIBRARY PROCEDURES AND RULES
The Library Media Center is a place for quiet independent study. Any student who persists in causing a disturbance in the Library will be asked to leave. Students will be admitted to the Library Media Center by passes only.
- Fiction and nonfiction books will be loaned for a two-week period with the option of renewal for an additional two weeks.
- Magazines other than current issues will be loaned for a one-week period with the option of renewal for an additional week.
- Vertical file material will be loaned for a one-week period with the option of renewal for an additional week.
- An overdue fine of 10 cents per day is charged for all overdue materials.
- No reference books, dictionaries or atlas are to be taken from the Library to any classroom without the Librarian's permission.
- Reference books may not be checked out. Reference book material may be copied.
- Students will be fined the value of the book, magazine, or material if lost or damaged.
• Students will leave the Library five minutes before the end of the period.
• No pop, candy, or snacks are allowed in the library.

The library back room is OFF LIMITS to students and will be locked whenever the media specialist is out of the room.

**STUDENT DRIVING**
Students will not be permitted to drive recklessly or drive in any manner that endangers the lives of other students while leaving or entering school property, during school time or school sponsored activities.

Students driving to school will park their cars in the designated STUDENT parking lot. Students are not permitted to park on Garfield Street during school hours. Students are not allowed to park cars on the grass. STUDENTS WILL NOT BE PERMITTED TO GO TO THE PARKING AREAS DURING THE SCHOOL DAY INCLUDING STUDENTS WHO GO HOME FOR LUNCH. CARS WILL NOT BE REMOVED FROM THE STUDENT PARKING LOT DURING THE SCHOOL DAY. Students WILL NOT loiter near vehicles during free time. All 8-12 grade students are required to complete the car registration portion of the “Student Information Sheet” at the beginning of the school year.

**CDLEC CLASSROOM DISCIPLINE PROCEDURE**
The CDLEC distance learning classes are provided to enhance and enrich the curriculum. Behavioral and academic expectations of students in CDLEC classes are high. These high expectations are mandatory as we attempt to use a unique technology to meet the appropriate educational needs of students. The participating schools have adopted the following rules and discipline procedures.

College credit distance learning grades will not be factored into student cumulative grade point averages due to differences in conversion of grading systems.

Classroom Rules:
• I will not disrupt teaching or learning in CDLEC classrooms; insubordination of any kind will not be tolerated.
• I will not use language or gestures generally agreed upon as suggestive, derogatory or abusive in nature.
• I can be recorded (video or audio) at any time without specific pre-warning.
• I will position myself in the classroom to be in camera view at all times.
• I will not manipulate equipment in the classroom without express direction from facilitator or teacher.
• I will conform to any additional rules as specified orally or in writing by the teacher or the facilitator.
• I understand that the origination school’s sexual harassment policy will take precedence over all complaints and incidents of sexual harassment.
• I will not cheat.
• I will follow all other rules as specified by the originating teacher.

I understand that if I am found to be in violation of any of the above policies, I will be subject to disciplinary action.
It should be understood that the principal at the school in which the student attends reserves the right to remove students in their school for any action that they deem inappropriate.

Each student and the student’s parent must sign a form. Signing a form indicates that the student and parent understand the discipline procedure and its enforcement. The signed form must be returned to the teacher prior to the beginning of class.

**COLLEGE VISITATION**
Juniors and Seniors will be allowed two days each year to visit a college or trade school. These days will not be considered a school absence. Arrangements for a college visitation day must be made with the Principal and Guidance Counselor two days prior to the visit. Additional days may be granted at the discretion of the principal. **ALL COLLEGE VISITS MUST BE TAKEN PRIOR TO MAY 1.** Failure to follow the above procedure will result in a day of absence.

**TRANSCRIPTS**
Transcripts of student grades, test scores, or the academic information will be provided to institutions requesting such information only after verbal and/or written permission has been granted for the release of said information by the student's legal parent or guardian or the student if they are of legal age. A transcript **WILL NOT** be given directly to a parent, guardian, or student. If it is, it will be marked **UNOFFICIAL.** It is the responsibility of the student and parent to initiate the procedure for requests to forward transcripts.

**WORK EXPERIENCE**
Juniors and Seniors are allowed to take work experience provided they have a C average in ALL classes the previous semester based on the student’s semester average **NOT** the quarter average. Students must apply for acceptance in the work experience program. The student must obtain a teacher recommendation and complete an interview process with the Principal and guidance counselor. Applications for the work experience program can be obtained through the guidance counselor’s office.

**WORK RELEASE**
Work Release is an opportunity for students to gain an understanding of the work force and obtain skills necessary for future employment and opportunities. The design of the program is to release students from school in order for them to work. Students must remain off the weekly down list and display appropriate behavior in order to participate. This program is separate from the Work Program offered through Vocational Rehabilitation Services. Seniors are eligible to participate in the Work Release Program providing they secure a job prior to each semester and abide by the conditions stated in the Work Release Contract which is signed by the student, his/her parents, the employer, the Secondary Principal, and the Guidance Counselor. Students will be expected to complete weekly reports of job skills that they have learned while in the workplace. These reports must be turned in to the High School Principal by Friday of each week. Failure to do so, will result in the loss of the work release time.

**FINAL TESTS**
- All 7-12 students will take first semester final exams.
- All students in grades 7-11 will take second semester tests in all classes unless they meet the following criteria and opt not to take any semester tests. Seniors will take second semester tests in all classes.
• Students must not miss more than four days and have more than four tardies during the school year. School sponsored activities during the school day do not count as absences. Examples of absences that do count are: illness, dentist or doctor appointments, driver's test, or any absence that is not school related.
• Students should not have received any disciplinary infraction during the school year.
• Students must have a semester average of 86% or higher in all second semester classes. A grade of 85% or lower in any one class will require the student to take second semester tests in all classes.
• Any student with an unexcused absence during the year will take final tests.
• Any student who violates the drug/alcohol and tobacco policy will not qualify for the option of not taking final tests.

Students who qualify for “opting out” of taking second semester tests are encouraged to take tests to raise their grades.

TESTS AND EXAMINATIONS
Each teacher will determine the method of awarding grades in their respective classes. This grading procedure will be explained during the first full day of classes. It is recommended that as a minimum, each teacher records two (2) grades per week.

PARTIES
Invitations for “out of school parties” may be distributed at school only if ALL the children in the class receive an invitation.
Article 6 - Support Services

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.

Section 2 Students with Disabilities: Section 504
Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child’s disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child’s identification,
evaluation and placement. Obtain copies of educational records at a reasonable cost on
the same terms as records are provided students without a disability unless the fee would
effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and
interpretations of your child’s records.
12. Request amendment of your child’s educational records if there is reasonable cause to
believe that they are inaccurate, misleading or otherwise in violation of the privacy rights
of your child. If the school district refuses this request, it shall notify you within a
reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child’s identification,
eligibility, and educational program or placement with opportunity for participation by
the person’s parents or guardian and representation by counsel, and a review procedure.
This is provided in the local grievance procedure.

Section 3 Guidance Services
East Butler Public Schools employs counselor(s) for the purpose of assisting with the District’s testing
program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you
wish to see a counselor, stop by a counselor’s office and make arrangements for an appointment.

Section 4 Health Services
Student Illnesses
The office 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 of 100°F or greater, contagious
disease, head lice, impetigo, scabies, ringworm, chicken pox, measles and mumps, pink eye, suspicious
rash, vomiting, skin eruptions, diarrhea, unexplained rashes, or on determination on determination by the
school 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 student information sheet so that you
can be reached if your child becomes ill or injured while at school. Please also inform your school 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 in the school 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. All medications also require
a physician’s authorization to be given at school. Please limit the amount of medication provided to the
school to a two-week supply.
School Health Screening
Parents who do not wish their child to participate in the school-screening program must communicate this in writing to the school 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 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 school office.

Unimmunized students may be excluded from school in the event of a disease outbreak. (Summary of the School Immunization Rules and Regulations is on the next page)
### Summary of the School Immunization Rules and Regulations
For 2016-2017 School Year

<table>
<thead>
<tr>
<th>Student Age Group</th>
<th>Required Vaccines</th>
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| Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider | 4 doses of DTaP, DTP, or DT vaccine  
3 doses of Polio vaccine  
3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age  
3 doses of pediatric Hepatitis B vaccine  
1 dose of MMR or MMRV given on or after 12 months of age  
1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.  
4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age |
| Students entering school (Kindergarten or 1st Grade depending on the school district’s entering grade) | 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday  
3 doses of Polio vaccine  
3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age  
2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month  
2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots. |
| Students entering 7th grade | Must be current with the above vaccinations  
AND receive  
1 dose of Tdap (contain Pertussis booster) |
| Students transferring from outside the state at any grade | Must be immunized appropriately according to the grade entered. |

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

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

Updated 5/2015
Birth Certificate Requirements
State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

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

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

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. The 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 returns to class with nits (eggs) will be checked again in 7-10 days.
5. Families are encouraged to report head lice to the school office.
6. Classroom-wide or school-wide head checks as 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 office.

Section 5  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 are expected to follow the behavioral expectations for riding school buses.

Behavior on School Buses

1. 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. Students behavior should be expected to follow the Safe-Respectful-Responsible guidelines.

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 pickup 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. Do not run.
   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 and any paraeducator or 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 eating, drinking, use of 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.

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.

   1. If a first incident occurs involving the student(s), the driver will report the incident to the elementary or secondary principal, and the principal will then contact the parent or guardian or the student(s).
   2. If a second incident occurs, the parent or guardian will receive a letter from the superintendent which will state that the student(s) involved will be removed from the bus for a length of time that will be determined by the administration.
3. Any further incidents that occur will result with the student(s) losing riding privileges for the remainder of the semester/year.

School bus safety is of the utmost importance to the East Butler School District. Student conduct is vital for the safety of all students. School bus drivers have a huge responsibility transporting children, and parent support of the drivers and the rules is expected.
Article 7 – Drugs, Alcohol and Tobacco

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 No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the 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, Tobacco, and e-cigarettes.
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.
7. Possession, use or distribution of any e-cigarette product.

**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.
Article 8 - Student Conduct Rules

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.

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 East Butler 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 is 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.

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.

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.

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. 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. 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;

8. Public indecency or sexual conduct;

9. 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;

10. 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;

11. 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

12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;

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 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;
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 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.

16. Willfully violating the behavioral expectations for those students riding East Butler Public Schools buses.

17. 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.

18. 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:
Good personal appearance is conducive to a positive learning atmosphere. It is each student’s responsibility to come to school wearing appropriate attire. Any student whose appearance creates a distraction from the learning environment will be in violation of the dress code standard. Following is a list of items that are considered to be inappropriate. Such a list is not exclusive and other forms of attire may be deemed inappropriate by the administration.

a) Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants, cut-off shirts) or clothing that is too tight (Yoga Pants or spandex), revealing or baggy, 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 a mid-thigh length or longer. With the arms hanging at the side all fingers extended, the length of the clothing must extend beyond the tip of the longest finger. Running shorts that are cut higher than a fingertip length on the thigh are not allowed to be worn during school.

c) Clothing shall be in good repair. Clothing with excessive rips, holes, or frays are not permitted. Jeans may not have rips, holes, or gaping frays above a mid-thigh length.

d) Clothing that advertises or promotes beer, alcohol, tobacco, or illegal drugs, or which contains an inappropriate or suggestive message is prohibited.

e) Students are not allowed to wear hoods, hats, stocking caps, headbands (hairbands are accepted), or bandanas in the school building during the school day. Hats may be allowed on special occasions as specified by the administration.

f) Sunglasses are prohibited unless prescribed by a physician.

g) Shoes (including flip-flops and sandals) must be worn at all times.

h) Jewelry or other accessories with sharp edges that could be considered dangerous are not permitted.
i) Pajama or flannel pants/outfits are not allowed. Pajamas may be allowed on special occasions as specified by the administration.

All staff members have the discretion and responsibility to send students in violation of the dress code policy to the office. The final decision regarding attire and grooming will be made by the administration. Students will be asked to correct inappropriate attire. The administration may provide clothing that is appropriate for the school environment. Repeated violations will be treated as insubordination. Continual violations of the dress code will result in more stringent disciplinary actions, up to suspension and expulsion.

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

(2) **Electronic Devices**

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

b. **Definitions.** “Electronic devices,” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), 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.

c. **Possession and Use of Electronic Devices.**

(1) Students are not permitted to possess or use any electronic devices during class time. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging. In the case that a student is sent to the office or placed in “In School Suspension,” all electronics will be checked into the Principal during their time in the office.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, passing periods, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a). 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; an announcement will be given in the event of such a change in permitted use.
(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 (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).

(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).

d. 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) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (f) 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.

d. 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 authorize the school to dispose of unclaimed devices at the end of each semester. 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 and Bullying Policy: One of the missions of East Butler 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 (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 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. "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. Gum, candy, seeds, etc. are not allowed in the school building or classrooms.
c. Students are expected to bring all books and necessary materials to class. This includes study halls.
d. Assignments for all classes are due as assigned by the teacher.
e. Students are not to operate the mini-blinds or the windows without permission of the teacher.
f. 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.
g. Students are to be in their seats and ready for class on the tardy bell.
h. 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.
i. 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.
j. 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.
k. Snow handling is prohibited.

**Section 4**  **Internet Safety Policy (Board Policy 6800)**

**Internet Safety and Acceptable Use Policy**

**A. Internet Safety Policy**

It is the policy of East Butler Public Schools to comply with the Children’s Internet Protection Act (CIPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic
communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.

5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. **Adoption.** This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. **Computer Acceptable Use Policy**

This computer acceptable use policy is supplemental to the District’s Internet Safety Policy.

1. **Technology Subject to this Policy.** This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the Internet.

2. **Access and User Agreements.** Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. **Acceptable Uses.** The technology resources are to be used for the limited purpose of advancing the District’s mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. **Unacceptable Uses.**

The following are unacceptable uses of the technology resources:

a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of
the District: sending an email to a minor child or spouse; sending an e-mail
related to a community group in which an employee is a member where the
membership in the community group facilitates the District’s mission.

This occasional use exception does not permit use by employees contrary to the
expectations of their position. For example, employees may not play games or
surf the net for purposes not directly related to their job during duty time; nor may
students do so during instructional time.

The occasional use exception also does not permit use of the technology resources
for private business, such as searching for or ordering items on the internet for
non-school use; or sending an e-mail related to one’s own private consulting
business.

c. Campaigning: Technology resources shall not be used, and no person shall
authorize its use, for the purpose of campaigning for or against the nomination or
election of a candidate or the qualification, passage, or defeat of a ballot question.

d. Technology-Related Limitations: Technology resources shall not be used in any
manner which impairs its effective operations or the rights of other technology
users. Without limitation,

1. Users shall not use another person’s name, log-on, password, or files for
any reason, or allow another to use their password (except for authorized
staff members).
2. Users shall not erase, remake, or make unusable another person’s
computer, information, files, programs or disks.
3. Users shall not access resources not specifically granted to the user or
engage in electronic trespassing.
4. Users shall not engage in “hacking” to gain unauthorized access to the
operating system software or unauthorized access to the system of other
users.
5. Users shall not copy, change, or transfer any software without permission
from the network administrators.
6. Users shall not write, produce, generate, copy, propagate, or attempt to
introduce any computer code designed to self-replicate, damage, or
otherwise hinder the performance of any computer’s memory, file system,
or software. Such software is often called a bug, virus, worm, Trojan
horse, or similar name.
7. Users shall not engage in any form of vandalism of the technology
resources.
8. Users shall follow the generally accepted rules of network etiquette. The
Superintendent or designees may further define such rules.

e. Other Policies and Laws: Technology resources shall not be used for any purpose
contrary to any District policy, any school rules to which a student user is subject,
or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
4. to engage in or promote violations of student conduct rules.
5. to engage in illegal activity, such as gambling.
6. in a manner contrary to copyright laws.
7. in a manner contrary to software licenses.

5. **Disclaimer.** The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. **Filter.** A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. **Monitoring.** Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are
using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designee.

8. **Sanctions.** Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

**Legal Reference:**

- Children’s Internet Protection Act, 47 USC § 254
- FCC Order adopted August 10, 2011
- 47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
- Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

**Date of Adoption:** June 13, 2012

**Section 5 Reporting Student Law Violations:**

(a) 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.

(b) 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.

(c) 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 East Butler 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:

(i) Knowingly possessing illegal drugs or alcohol.
(ii) Assault.
(iii) Vandalism resulting in significant property damage.
(iv) Theft of school or personal property of a significant nature.
(v) Automobile accident.
(vi) 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 6  Due Process Procedure

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.

2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.

3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
   (a) The rule or standard of conduct allegedly violated and the acts the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
   (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
   (c) A statement explaining the student's right to a hearing upon request on the specified charges.
   (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
   (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
   (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.

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

8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

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

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

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

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

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

6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing
officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

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

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

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

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

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

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

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

**Section 7 Concealed Weapons**

**LB 454 Policy**

**REMININDER**

**NO WEAPONS ARE ALLOWED AT EAST BUTLER PUBLIC SCHOOL REGARDLESS OF THE CONCEALED HANDGUN LAW**

The Legislature has passed a concealed handgun law. We want to remind and assure staff, students, parents and visitors to our schools that weapons are not permitted to be brought to or possessed in our school buildings, school grounds, or school activities.

The concealed weapons law will allow adults to get a permit to carry a concealed handgun. Permit holders will be allowed to carry a concealed handgun in many places, but **NOT** at our school. Anyone who carries a handgun or weapon at our school is in violation of Board policies and is also committing a crime which will be reported to law enforcement.

**Section 8 Dating Violence Policy**

Dating Violence Prevention (Legal Reference: Neb. Statute 79-2, 141)

The board prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate affectionate involvement whether casual, serious or long-term.
The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.
Article 9 – Extra-Curricular Activities

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

The student participants’ performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district’s policies, procedures and rules.
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 Band, vocal, band, speech, drama, One-Act, FBLA, FCCLA, Student Council, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

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

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

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an 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 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 extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.

4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.

5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.

6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.

7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student’s physician is not a violation. (Note: Refer to “Drug and Alcohol Violations” for further information).

8. Public indecency.

9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.

10. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee’s designee, or at school-sponsored activities or school-sponsored athletic events;

11. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.

12. Repeated violation of any of the school rules.

13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.

15. Dressing or grooming in a manner which is dangerous to the student’s health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding East Butler Public School buses or vehicles used for activity purposes.

17. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.

18. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.

19. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant’s attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.

20. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.

21. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

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

**Drug and Alcohol Violations.**

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

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

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

1. Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and

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

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

Consequences.
Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration. The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student’s compliance with the self-reporting obligations, the student’s level of cooperation and willingness to resolve the matter, and the student’s demonstration of a commitment to not commit future violations.

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:

Drugs and Alcohol

1. First Violation -

a. Suspension from extracurricular program for designated activities for 30 calendar days from date of finding or violation. **The student will lose all rights to that activities post season awards including letter award.** Any student who violates the drug, alcohol, tobacco policy will be required to take final tests at the end of the school year.

Reduction of First Offense: The penalty may be reduced to a 20 day suspension pending completion of the following conditions:
   a. The student admits to a violation before a complaint is filed.
   b. The student and parents agree to participate in a school-approved program for chemical dependency. Said program must be administered by a certified alcohol and drug abuse and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to school’s principal. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extra-curricular activities for an additional 10 days from date of finding of violation. All costs associated with the program are to be borne by the student/parent or guardian.

2. Subsequent Violations – Upon finding of a subsequent violation, the student will be suspended for the remainder of the season plus a 90 calendar day suspension from all other activities. This term may be reduced to 60 days pending the same conditions listed under Reduction for First Offense.

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. Not eligible to letter.
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 participation in extracurricular activities:

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

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 participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.

2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.

3. On the day of a contest, performance or other activity, be in attendance for one half day. A student who is not in attendance one half day is ineligible for the contest, performance, or activity. Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

**Section 4  Academic Standards (Eligibility Guidelines)**

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

---Be enrolled in at least 25 credit hours in the semester of participation.

---Students that are failing will be reported to the office by 9:00 a.m. on Monday. These reported students will be placed on the Down List on Monday of that week and will remain on the Down List until the next Monday. Students must have an accumulative average of less than 70% for that class to be placed on the Down List for that subject.
7-12 students will become ineligible for activities if either one or both of the following conditions apply:

1) If a student has an average of below 70% in more than one class for a period of two weeks, they become ineligible for all activities.

2) Failure in three subjects during any one week period automatically makes a student ineligible for all activities. This includes athletics, plays, speech contests, dances, prom and all other extra-curricular activities.

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.

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 East Butler Public School and their guests may attend.
   a. Students currently attending East Butler High School or another Nebraska high school who have not been restricted from attending extracurricular activities at East Butler High School or their own school are generally considered appropriate dates or invited guests.
   b. Persons who are not high school age or are older than 20 years of age are not considered to be appropriate dates or invited guests for our school dances.
   c. Some school dances may be restricted to students attending specified grade levels at East Butler Public School. Students who have been suspended from school or from extracurricular activities may not attend.
   d. 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.
e. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.
f. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
g. The final decision regarding outside dates will be made by the administration.

2. **Prohibited Substances:** Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student’s date is under the influence of alcohol or drugs.

3. **Appropriate Attire:** Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student’s attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

**Eligibility for 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.

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 not have had excessive violations of school policies and procedures during their high school career.

2. **Specific Dance Eligibility and Selection Requirements:**
3. **KING AND QUEEN CRITERIA**
All royalty candidates must be academically eligible and meet the East Butler Activities Code of Conduct Rules. King and queen royalty are crowned in the following activities: Homecoming, FFA/FCCLA Dance and Junior-Senior Prom. **A KING AND QUEEN CAN SERVE IN THAT CAPACITY IN ONLY ONE OF THE THREE NAMED.**
Homecoming Queen & King (Students in grades 9-12 may attend the dance)
- Only a senior girl shall be eligible to be queen and only a senior boy shall be eligible to be king.
- The candidate must have lettered in any same sport/activity (football, cross country, wrestling, basketball, track, band, volleyball, cheerleading, spiritleading, softball) for two years.
- The candidate must be a fall sport/activity participant.
- The candidate must have a “C” average or better in the previous semester.
- To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
- Students in grades 9-12 may attend the Homecoming dance.
- They also may not have received a previous royalty.

First and final voting is done by the East Butler 9-12 student body. TEACHERS DO NOT VOTE FOR HOMECOMING ROYALTY. Cheerleaders and Letter Club are sponsors at Homecoming activities and share the cost of decorations and dance.

Prom Queen & King:
- Only a senior girl shall be eligible to be queen and only a senior boy shall be eligible to be king.
- To be eligible, a candidate must agree to attend the entire Prom Dance and represent the school properly.
- The queen and king are selected by secret ballot vote by the junior class.
- They may not have received a previous royalty.

FCCLA/FFA Queen & King (Students in grades 7-12 may attend the dance)
- They must be a senior and have been a member and paid their dues for four years.
- First voting is done by the East Butler FFA and FCCLA.
- They also may not have received a previous royalty.
- Final voting is done by the East Butler 7-12 student body that attend the dance.

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 in Interscholastic Athletics and Other Extracurricular Activities

Communicating with your children
- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child’s athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don’t coach them. It’s tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
• Teach them to enjoy the thrill of competition, to be “out there trying,” to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
• Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
• Don’t compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchant.
• 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:
  o Philosophy of the coach
  o Expectations the coach has for your child
  o Locations and times of all practices and contests
  o Team requirements
  o Procedure should your child be injured
  o Discipline that results in the denial of your child’s participation
• Communication coaches expect from parents
  o Concerns expressed directly to the coach
  o Notification of any schedule conflicts well in advance
  o Specific concerns in regard to a coach’s philosophy and/or expectations

• Appropriate concerns to discuss with coaches:
  o The treatment of your child, mentally, and physically
  o Ways to help your child improve
  o Concerns about your child’s behavior

  o 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:
  o Playing time
  o Team strategy
  o Play calling
  o Other student-athletes (except for reporting activity code violations)

• Appropriate procedures for discussing concerns with the coaches:
  o Call to set up an appointment with the coach
  o 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?
  o Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
  o 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

• Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
• Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
• 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.
• Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
• Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
• Know that noisemakers of any kind are not proper for indoor events.
• Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
• Stay off the playing area at all times.
• Do not disturb others by throwing material onto the playing area.
• Show respect for officials, coaches, cheerleaders and student-athletes.
• Pay attention to the half-time program and do not disturb those who are watching.
• Respect public property by not damaging the equipment or the facility.
• Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
• Refrain from the use of alcohol and drugs on the site of the contest.

Section 9 Student Fees Policy

The Board of Education East Butler Public School 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, mouthpieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in 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.**
THE FEE FOR 9-12 STUDENTS IS $35.00. This fee covers the following activities: cross country, football, volleyball, girls softball, boys basketball, girls basketball, wrestling, boys track, girls track, play production, speech, band, chorus, cheerleading & spiritleading.

THE FEE FOR 7th & 8th GRADERS IS $25.00. This fee covers the following activities: football, volleyball, boys basketball, girls basketball, wrestling, boys track, girls track, Band 7 and Band 8.

The District does charge fees for participation in extracurricular activities. The District has determined to charge the following fees for participation in extracurricular activities for the school year:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description of Fee</th>
<th>Fee mount</th>
<th>Date Fee to Be Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any 9-12 NSAA Activities</td>
<td>Participation and Student Pass</td>
<td>$35.00</td>
<td>Prior to First Contest</td>
</tr>
<tr>
<td>Any 7-8 School Activities</td>
<td>Participation and Student Pass</td>
<td>$25.00</td>
<td>Prior to First Contest</td>
</tr>
</tbody>
</table>

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

(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) *School Lunch programs.* Students shall be responsible for items which students purchase from the District’s 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.

(14) **Course Fees:** Students may be charged a fee to be enrolled in specific courses, such as Woodworking or Welding. Please check the Course Description manual for fees associated with particular courses. Course fees are expected to be paid within the drop/add period at the beginning of each semester. If fees are paid, students may be dropped from the course.

**Section 10 Extra-Curricular programs:**
Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. East Butler Public School will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

**ADDING AND DROPPING ACTIVITIES**
If you participate in an activity, you are expected to remain with the activity until completed or at the end of the semester. You may drop from the activity with the consent of the head coach or sponsor. Students who become ill or injured should attend that activity until released by the head coach or sponsor.

A student who is dropped from the activity by the head coach or sponsor will not be eligible to join a new sport until the start of the next sport season. Students are expected to attend each practice session of the activity unless excused by the head coach or sponsor.
FIELD TRIPS
Field trips are often planned by the teacher for specific educational goals. The school requires the written consent of parents before a child is permitted to go with the group on a trip. A form requesting this permission will be sent home in advance of a trip and it should be returned promptly.

All regulations of the school and the regulations concerning bus transportation will be enforced and followed by the student on the field trip.

ORGANIZATIONAL OFFICERS
Students are permitted to hold ONLY TWO presidencies per year in a Class, Activity Club, or Organization. This is open to students grades 9-12 who meet NSAA Eligibility Regulations.

SCHOOL OR CLASS PARTIES AND DANCES
All school parties and dances are to be scheduled through the Principal's Office at least two weeks in advance of the recommended date. Each individual dance will have rules listed in the Hotline and Bulletin prior to the dance.

SENIOR ATHLETE OF THE YEAR
There will be one boy and one girl chosen in the spring for Senior Athlete of the Year. Athletes must be nominated by a head coach at a meeting of all voting coaches. Selection will be by secret ballot. Each head coach, assistant coach, and activities director will vote, (one vote per person). The athlete must have lettered in at least two sports in their junior and two sports in their senior year to be eligible. Consideration will be given for 1) Transfers; 2) Injury. Any athlete in violation of the school rules regarding suspension in their senior year forfeit eligibility. The athletes will be judged in the areas of 1) leadership; 2) sportsmanship; 3) teamwork; 4) ability; 5) accomplishment; and 6) academics. Winners will be accorded the "Athlete of the Year" title at the Athletic Banquet.

SENIOR CLASS TRIP GUIDELINES
A supervised Senior class trip will be held provided no other skip day is taken during the school year. Trip itinerary must be approved by the Principal and presented at the April Board of Education meeting.

STATE QUALIFIERS
Athletes and coaches who qualify for state competition will be given a meal allowance of $20 per day. Only participants who qualify as either an individual or as a varsity member of a team are allowed to stay in hotels at a state event.

STUDENT COUNCIL
Membership is limited to 12 members.

To be considered for membership, any student may submit a petition form. Conditions are:

A. Students fill out an application and receive two or three faculty references.
B. Students vote for class representatives.

Objectives:
1. Provide a democratic form in which students can address those school-related issues which affect their lives.
2. Maintain a continuous communication channel from students to both faculty and administration, as well as among the students within the school.

3. Offer a year-long program of social functions and community involvement projects for students.

4. Train students in the duties and responsibilities of good leadership, using the school environment as the primary training ground.

**WALL OF FAME REQUIREMENTS**

Wall of Fame Guidelines established by the Booster Club - 1992:

Athletes must accomplish one of these goals:

- Must finish 1st or 2nd in an Individual Event or Relay at the State Meet or Tournament.
- Must be a First or Second Team All State Selection by the Lincoln Journal Star or Omaha World Herald or AP.
- Must be a First Team Selection by the Nebraska Coaches Association.
- Must be an East Butler graduate.

**STUDENT MANAGERS**

A. Elementary students who serve as student managers for high school athletic teams must have advanced, written permission from a parent or guardian before they will be allowed to miss school, or leave school early to accompany his or her team. Unless special permission is given by the teacher, all makeup work must be completed in advance. Elementary-aged student managers will be subject to the same "eligibility" rules as are high school students, and may be suspended from his or her activity, by request of teacher or parent/guardian, if it is deemed that the activity is having an adverse effect on the child's academic performance. Students missing all or part of a day while participating in a school-sponsored activity, will not be counted absent if all above-stated conditions are met.

**PRE-PRACTICE REQUIREMENTS**

All students engaging in school athletics are required to have all of the following items (which are included on the physical form) filled out, signed, and on file in the office prior to participation in any practice or contest.

1) Physical Examination Form/History Form (on file at your clinic)
2) Consent Form/Clearance Form (on file in school office)

**ACTIVITIES ON CHURCH NIGHT AND SUNDAYS**

According to the Nebraska School Activities Association, no athletic contests may be scheduled on Sundays. In addition to this the school wishes to work cooperatively with the churches of the community.

The school policy is that there will be no activities scheduled (including practices) on Wednesday evening. **EXCEPTION:** When an athletic team is required to play in conference, district, or tournament competition.

There will be NO activities scheduled for Sundays. **EXCEPTION:** When a team is required to play a contest on Monday on the varsity level, practices may be scheduled on Sunday afternoon but student attendance must be optional. For all such practices permission must first be granted through the Activities Director.
Section 11  Concussion Policy

1.  Training.

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

2.  Education.

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students’ parents or guardians prior to such students initiating practice or competition. The information provided to students and the students’ parents or guardians shall include, but need not be limited to:

a.  the signs and symptoms of a concussion;

b.  the risks posed by sustaining a concussion; and

c.  the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

3.  Response to Concussions.

a.  Removal. A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.

b.  Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury student shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student’s parent or guardian.

The coach or administration may require that the student’s return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the
clearance is a licensed health care professional. The school is not required to determine or verify the individual’s qualifications.

c. **Parent Notification.** If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

d. **Return to Learn.** The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

4. **Responsibility of Coaches.**

   Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do is subject to disciplinary action, including but not limited to termination of employment.

5. **Students and Parents.**

   It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student’s coaches on a timely basis.


Date of Adoption:  [May 8, 2013]
Article 10 – State and Federal Programs

Section 1  Notice of Nondiscrimination
The East Butler 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.

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.

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<th>Issue or Concern</th>
<th>Coordinator</th>
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The Coordinators may be contacted at:

East Butler Public School  
Mr. Sam Stecher, Superintendent  
Mr. Michael Eldridge, Secondary Principal  
Mr. Shawn Biltoft, Elementary Principal  
P.O. Box 36  
Brainard, NE 68626  
(402)545-2081

Section 3  Anti-discrimination & Harassment Policy
Elimination of Discrimination. The East Butler 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:** East Butler 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 East Butler 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 workplace, 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, classroom 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 East Butler 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.

Section 4  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:

1. Student’s Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student’s parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student’s current grade;
4. Student’s enrollment status (e.g. full-time or part-time);
5. Student’s date of birth and place of birth;
6. Student’s extracurricular participation;
7. Student’s achievement awards or honors;
8. Student’s weight and height if a member of an athletic team;
9. Student’s photograph; and
10. School or school district the student attended before he or she enrolled in East Butler Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students’ education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.
A parent or eligible student has the right to refuse to let the District designate 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 information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent’s office to indicate your refusal to have your child’s information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

The District’s policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or 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 Butler County Sheriff’s 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**
Federal Law requires that the District provide military recruiters and institutions of higher education access to secondary school students’ names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student’s name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

**Section 8 Notice Concerning Staff Qualifications**
The No Child Left Behind 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 (4) 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 East Butler 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 nonemergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

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

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

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

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, antisocial, 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 10  Parental Involvement Policies

A.  General - Parental/Community Involvement in Schools:

East Butler Public School 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 Federal Law. 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 schoolwide 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.

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

At the district level, it is the policy of East Butler Public School that parents of all participating children in Title I Schools have the opportunity to be involved in the joint development of the district plan and the district's review process for the purpose of school improvement. The district provides coordination, technical assistance, and other necessary support in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports the partnership between home/school/community by providing understandable information about standards and assessments; providing training and materials for parents to help their children and to involve other parents; educating school personnel about involving parents and the value of parent contribution.

It is the policy of East Butler Public School that:

1. This jointly developed; written Title 1 policy is distributed to all parents. This policy will be included in the parent handbook.

2. An annual meeting is held for all parents. An annual meeting will be held each year. Notification will be given in a letter mailed to parents.

3. Parent are given assistance in understanding the requirements of the Title I Law, National Educational Goals, content standards, performance standards, and assessments.
Assistance will be provided at the annual meeting, parent-teacher conferences, informational meetings, The State Parent Involvement Conference, and in school publications.

4. Parents receive an explanation of the school’s performance profile, expected proficiency levels for students, and their student’s assessment results. Individual reports will be given to parents at parent-teacher conferences.

5. Parents receive timely responses to all parent recommendations. All information is sent to parents in the language used in the home. Full opportunities are provided for all parents to participate in Title I activities. Responses can be either verbal or written. An interpreter or translator will be used when necessary.

6. A jointly developed school/parent compact outlines how parents, the entire school staff, and students share the responsibility for improved student achievement and the means by which the school and parents continue to build and develop partnerships to help children achieve the state’s high standards. All parents and staff were able to provide input into the development of the compact. The compact will be reviewed at the annual meeting.

7. The Title I program provides opportunities for parents to become partners with the school in promoting the education of their children at home and at school. Parents are given help monitoring their student’s progress. The school provides assistance to parents on how they can participate in decisions related to their student’s education. The school provides reasonable support for parental involvement activities as requested by parents. The Title I staff can attend training sessions. Parents and staff may attend the Parent Involvement Conference each year. Opportunities for further training will appear in local publications.

8. The school coordinates and integrates parent involvement programs and activities with other programs as appropriate. East Butler Public School provides shared training opportunities, transitional meetings, and publications.

9. An annual evaluation of this parental involvement policy shall be conducted to determine the effectiveness of this policy and the barriers of this policy for increasing parent involvement. Policy evaluation findings shall be used in designing strategies for school improvement and revising parent policies. Surveys will be given to the parents. The results will be used for the distribution of reports/summaries and for action plans for improvement.

This policy was adopted by the East Butler Public School Board of Education - July 10, 2006

(Signature and date of Authorized Official)  Recording Secretary
East Butler Public School
Section 11  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 East Butler Public
Schools based on it being the school of origin, the new school and East Butler 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 Program
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, disability,
religion, age, pregnancy, childbirth or related medical condition, or other protected status.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, One
Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816)
268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the
deaf), or ocr.kansascity@ed.gov. 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
Appendix

A. Attendance Improvement Plan
B. Required Immunizations
C. Complaint Form
D. Prescription/Nonprescription Medicine Form
E. Sharing Information Form
F. Guest Permission Form for East Butler Dances
Attendance Improvement Plan

This collaborative plan has been developed as a result of a meeting or meetings held on the following dates: _____________________________.

Those in attendance included: ____________________________________________

______________________________________________________________________

The attendees considered the following actions to reduce barriers to improve regular attendance:

1. Illness related to physical or behavioral health of the child:
   ___ It was determined that the physical or behavioral health of the child is not a barrier to improve regular attendance.
   ___ The child’s physical or behavioral health poses a barrier to regular attendance.
   The following actions will be taken in response: __________________________

2. Educational counseling (e.g. curriculum changes):
   ___ It was determined that educational counseling is not needed to reduce barriers to improve regular attendance.
   ___ Educational counseling ___ has been ___ will be provided, consisting of the following: ________________________________

3. Educational evaluation:
   ___ It was determined that an educational evaluation is not needed to reduce barriers to improve regular attendance.
   ___ An educational evaluation ___ has been ___ will be conducted to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism. The evaluation will include: ____________________________

4. Referral to community agencies for economic services:
   ___ It was determined that economic services are not needed to reduce barriers to improve regular attendance.
   ___ The family ___ has been ___ will be given information about community agencies which may have economic services available to the family, which includes: __________________________

5. Family or individual counseling:

Page 1 of 2
It was determined that family or individual counseling is not needed to reduce barriers to improve regular attendance.

The family ___ has been ___ will be given information about family or individual counseling that is available pertaining to: ____________________________________________.

6. Assisting the family in working with other community services:

It was determined that assistance in working with community services is not needed to reduce barriers to improve regular attendance.

The family ___ has been ___ will be given assistance in working with community services pertaining to: ____________________________________________.

Other actions to be taken:

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<th>Action</th>
<th>Responsible Person</th>
<th>Date to Complete</th>
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Plan completed by:

Signature (title)

Signature (title)

Signature (title)

Signature (title)

Signature (title)

Signature (title)

Date
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<th>Student Age Group</th>
<th>Required Vaccines</th>
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| Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider | 4 doses of DTaP, DTP, or DT vaccine  
3 doses of Polio vaccine  
3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age  
3 doses of pediatric Hepatitis B vaccine  
1 dose of MMR or MMRV given on or after 12 months of age  
1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.  
4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age |
| Students entering school (Kindergarten or 1st Grade depending on the school district’s entering grade) | 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday  
3 doses of Polio vaccine  
3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age  
2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month  
2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots. |
| Students entering 7th grade                                                      | Must be current with the above vaccinations  
AND receive  
1 dose of Tdap (contain Pertussis booster)                                                                                                           |
| Students transferring from outside the state at any grade                       | Must be immunized appropriately according to the grade entered.                                                                                                                                                |

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: [http://www.bhs.state.ne.us/reg/r173.htm](http://www.bhs.state.ne.us/reg/r173.htm) (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 5/2015
EAST BUTLER PUBLIC SCHOOL
COMPLAINT FORM

Name ___________________________ Home Telephone ________________
Address
City, State, Zip

Please check all areas that apply to your reason for submitting this complaint.

**Discrimination or Harassment based on:**

- [ ] Race or Color
- [ ] Sex
- [ ] Religion
- [ ] National Origin
- [ ] Age
- [ ] Disability
- [ ] Other (Specify) __________________
- [ ] Not Applicable (my complaint is not about discrimination or harassment)

Date(s) that conduct took place: ____________________________

**I am being harassed by:**

- [ ] A coworker
- [ ] A student
- [ ] My supervisor
- [ ] Other
- [ ] Not Applicable

Give the name(s) of the person(s) against whom you are complaining:

________________________________________________________________________

Please state the nature of your complaint. Please attach extra sheets where you provide date(s) and time(s) of incident(s) where possible.

________________________________________________________________________

________________________________________________________________________

Others who may have information about my complaint (witnesses), with information about what they may know and where they may be contacted:

________________________________________________________________________

________________________________________________________________________

Relief requested (what I want you to do):

________________________________________________________________________

Where I may be contacted (if other than the above listed address/telephone):

________________________________________________________________________

I state that the above information is all true and accurate and I consent to the complaint being investigated.

Signature ___________________________ Date: ________________
PRESCRIPTION/NONPRESCRIPTION MEDICINE
DISPERSAL FORM

IF YOU WISH FOR US TO DISPERSE MEDICINE AT ANY TIME DURING THE SCHOOL YEAR, PLEASE HAVE YOUR CHILD RETURN THIS FORM TO THE OFFICE AND INDICATE YOUR INTENTION BELOW.

THIS PERMISSION SLIP IS APPLICABLE FOR THE SCHOOL YEAR: __________

PARENT SIGNATURE: ____________________  DATE: __________

PRESCRIPTION MEDICATION DISPERSAL

I give permission to the East Butler Public School to administer the medication given to my son/daughter - NAME:__________________________

The medication is in a container with the correct prescription label on it.

The amount to be given is ____________________________.

The time to be given is ____________________________.

The medicine is given for ________________________.

The possible side effects are ________________________.

The child's doctor is _______________________________.

Follow-up information requested ____________________.

PARENT SIGNATURE: __________________________________

DATE: ____________________________________________

NONPRESCRIPTION MEDICINE DISPERSAL

I give permission to the East Butler Public School to administer the following medicine to my child(ren).

NAME OF MEDICINE: ____________________________  NAME OF STUDENT: ____________________________

NAME OF MEDICINE: ____________________________  NAME OF STUDENT: ____________________________

NAME OF MEDICINE: ____________________________  NAME OF STUDENT: ____________________________
Sharing Information With Other Programs

Dear Parent/Guardian:
To save you time and effort, the information you gave on your Free and Reduced Price School Meals Application may be shared with other programs for which your children may qualify. For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.

_____ No! I DO NOT want information from my Free and Reduced Price School Meals Application shared with any of these programs.

If you checked no, stop here. You do not have to complete or send in this form. Your information will not be shared.

_____ Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application with the District Student Fee Program.

_____ Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application with the Early Childhood Education Program.

If you checked “Yes” to any or all of the boxes above, fill out the form below. Your information will be shared only with the programs you checked.

Child’s Name: _______________________ School: ___________________

Child’s Name: _______________________ School: ___________________

Child’s Name: _______________________ School: ___________________

Child’s Name: _______________________ School: ___________________

Signature of Parent/Guardian: _______________________ Date: ______

Printed Name: ____________________________

Address: __________________________________

For more information, you may call 402-545-2081

Return this form to:
East Butler Public School
P.O. Box 36
Brainard, NE 68626
EAST BUTLER PUBLIC SCHOOLS
Guest Permission Form for School-Sponsored Dances

- Guests must currently be enrolled in High School or under the age of 20. All Guests must complete the **Box A** located below.
- If the Guest is currently a High School student, then an administrator for his/her school must complete the **Box B** located below. **If the guest graduated or is not enrolled in high school**, they must complete the name of their last school and phone number in **Box B**.
- A signed form must then be returned to East Butler HS either via fax 402-545-2023 or in person.
- The completed form must be returned to East Butler High School by Wednesday before the dance.

EBHS Student Name: _____________________________________________ Grade: __________

**Box A - To be completed by Guest:**

Name: __________________________ Age: _____ Date of Birth: __________________________

Home Address: __________________________ City: __________________________ State: ______

Home Phone: __________________________ Alternate Phone: __________________________

Parent/Guardian Signature: ________________________________________________

**Box B - To be completed by an Administrator of the Guest’s home High School:**

Name of School: __________________________ School Phone: __________________________

Is the above-named student currently in good standing? YES NO

Do you recommend that he/she be admitted to the EBHS dance? YES NO

School Administrator Signature and Title: __________________________________________

Please print name here: ____________________________________

**The Guest’s school Administrator must fax this form to EBHS @ 402-545-2023.**

I, ___________________________ (Guest), agree to obey all rules and regulations set forth by East Butler High School’s Parent-Student Handbook page 60 concerning school dances.

Signed (Guest): ___________________________ Date: __________________

This form WILL NOT be accepted at the door on the night of the dance!

EBHS Fax: 402-545-2023 /Attention: Michael Eldridge, HS Principal - meldridge@ebutler.esu7.org