Leigh Community JR/SR High SCHOOL

STUDENT HANDBOOK

2024-2025

222 W. 4th Street
Leigh, NE 68643

Phone: (402) 487-3301
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Learning
Empowers
Individuals to
Great
Heights

Cole Fischer, Superintendent
402-487-3301

Andrew Faltys, 7-12 Principal
402-487-2228

Parents and Students:

Please read this handbook and understand that the rules and regulations outlined therein will be followed.

The Leigh Jr-Sr High School has various permission forms that must be on file for liability and informational purposes. These forms include those listed below, along with others. If you ever have any questions about the forms, or the information included in the handbook, please contact either Mr. Fischer at 487-3301 or Mr. Faltys at 487-2228

- Receipt of 2024-2025 Student-Parent Handbook
- Parent Release Form for Media Usage
- Medication Release Form
- Contact Information Form

Please complete and return to school by Friday, August 23, 2024

RECEIPT OF 2024-2025 STUDENT-PARENT HANDBOOK
OF LEIGH COMMUNITY SCHOOLS

This signed receipt acknowledges receipt of the 2024-2025 Student-Parent Handbook of Leigh Community Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook that should be used to respond to harassment or discrimination.

---	---
Date	Date
---	---
Student's Signature	Parent or Legal Guardian's Signature

PARENT RELEASE FORM FOR MEDIA USAGE

I grant or deny permission to Leigh Community Schools to use pictures of my child, _____ as follows:

- o Use my child's picture in ALL media: Newspaper, Newsletter(Leigh Legend) and on School Website

- o Do NOT USE my child's picture in any media

PARENT SIGNATURE

_____

LEIGH COMMUNITY SCHOOLS

CONTACT INFORMATION FORM

THIS PAGE IS TO BE RETURNED TO SCHOOL AS SOON AS POSSIBLE

(ONLY 1 PAGE PER HOUSEHOLD NEEDS TO BE RETURNED)

(Please indicate the appropriate information for each student in the family)

Student Name	Sex	Age	Birth Date	Grade	Ethnicity:
_____	____	____	_____	____	__Not Hispanic/Latino __ Hispanic/Latino

Race: __White __American Indian __Black or African American __ Asian __ Native Hawaiian or Other Pacific Islander

Student Name	Sex	Age	Birth Date	Grade	Ethnicity:
_____	____	____	_____	____	__Not Hispanic/Latino __ Hispanic/Latino

Race: __White __American Indian __Black or African American __ Asian __ Native Hawaiian or Other Pacific Islander

Student Name	Sex	Age	Birth Date	Grade	Ethnicity:
_____	____	____	_____	____	__Not Hispanic/Latino __ Hispanic/Latino

Race: __White __American Indian __Black or African American __ Asian __ Native Hawaiian or Other Pacific Islander

Student Name	Sex	Age	Birth Date	Grade	Ethnicity:
_____	____	____	_____	____	__Not Hispanic/Latino __ Hispanic/Latino

Household Mailing Address _____

Household "Physical" Address (if different from mailing address): _____

Home Telephone_____ Cell Numbers & User Name: _____,

_____, _____

E-Mail Address(es) (please list all that may need messages): _____

_____, _____

(WHERE TO REACH PARENTS IF NOT AT HOME—PLACE OF WORK)

Mother Name:_____ Work Place:_____ Phone:_____

Father Name:_____ Work Place:_____ Phone:_____

(PERSONS TO CONTACT IF SCHOOL IS UNABLE TO REACH PARENTS)

Name:_____ Phone:_____

Name:_____ Phone:_____

In case of accident or serious illness, I request the school to contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated below and to follow his instructions. If it is impossible to contact this physician, the school may make whatever arrangements seem necessary.

Physician:_____

Phone:_____

Allergies to: Medication(list)_____

_____

Bee Sting_____ Other_____

Asthma? __ YES __ NO

Use Inhaler? __ YES __ NO

Remarks/Other Conditions:_____

I have received and read a copy of the Leigh Elementary or High School Handbook, I realize that I will be responsible for knowing and following procedures and regulations outlined in this handbook. Please contact Mr. Fischer or Mr. Faltys for clarification.

Parent/Guardian Signature: _____

Student(s) Signature(s): _____

MEDICATION RELEASE

In compliance with LB 1354, the Leigh Community School cannot administer any prescription or over the counter drugs (Tylenol, cough syrup, cough drops, etc.) without written consent from a parent/guardian.

Prescription drugs must be sent to the school in the original container from the drug store along with the appropriate label showing recipients name, amount of medication to be given and times to be given. Also requested is a copy of the information sheet from the drug store listing side effects.

Over the counter drugs like Tylenol, cough syrup, cough drops, etc., must be sent to school in their original containers with written instructions and signature of parent/guardian. Students may carry their own Tylenol or cough drops upon the written instruction and signature of a parent/guardian or physician.

Please complete the following form and return it to the office.

Student's Name _____ Grade _____

Name of Medication _____

Amount to be given _____

Time to be given _____

Other Instructions _____

Physician's name _____

I request/authorize the Leigh Community School to administer medication to my child according to the instructions above. I understand that an unlicensed staff member will be designated to provide the medication to my child. I accept full responsibility for direction of the designated staff member in providing this medication as well as for monitoring the medication effects. I also give my permission for the designated staff to contact the Physician in the event I cannot be reached regarding questions about my child's medication.

_____ _____

Signature of Parent/Guardian Date

_____ _____

Home Phone Number Work Phone

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Cole Fischer
Title: Superintendent
Address: PO Box 98, Leigh NE 68643
Telephone: 402-487-3301
E-mail: cfischer@leigh.esu7.org

For further information on notice of nondiscrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

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WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook that you must read, sign, and return no later than August 23, 2024.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the principal, or contact my office.

Sincerely,

Cole Fischer
Superintendent

Article 1 - Mission and Goals

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

Section 1: MISSION STATEMENT

The mission of Leigh Community Schools is to foster a positive educational culture where: STUDENTS thrive, TEACHER'S guide, ADMINISTRATORS lead, PARENTS support, and the COMMUNITY is the foundation for all. WE ARE LEIGH!

VISION

Through the cooperation of staff, students, and community, every student will achieve his or her maximum potential in an engaging, inspiring and challenging learning environment.

BELIEF STATEMENTS

1. The responsibility for education is an active partnership among the school, students, families and all stakeholders of the community.
2. School is part of a life-long learning process leading to self understanding, personal growth and the acquisition of new knowledge.
3. Students have the greatest opportunity to learn in a safe and supportive environment based on mutual respect and equal opportunity for all.
4. Each student has a responsibility for actively participating in his/her learning and achievement.
5. All students can learn, and must be challenged to reach their individual potential through high expectations, attainable goals, and a challenging, diverse and relevant curriculum.
6. Excellence in education depends on educators who are knowledgeable of the academic, social, emotional and physical development of the student and who are committed to the use of varied instructional strategies to meet individual needs.
7. Education is an innovative, evolving process in an ever-changing society, thus we must integrate and optimize technology.
8. Education should connect students with people, programs and experiences within and beyond the classroom.
9. Extracurricular participation in academics, arts, athletics and service opportunities fosters individual growth and develops positive character.
10. Individual and school accomplishments and progress should be celebrated.

Section 2: Goals and Objectives:

The goals and objective of the Leigh Community School are to provide:

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

Section 3: Multicultural Policy

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

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

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

Section 4: Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters

satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

    b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

    c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

    d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the staff member involved.

   1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

   2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant to determine:

   1) All relevant details of the complaint;

   2) All witnesses and documents which the complainant believes support the complaint;

   3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.

   a) This appeal must be in writing.

   b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

   c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.

   a) This appeal must be in writing.

   b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.

   c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

   d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.

   e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:

   a) Determine whether the complainant has discussed the matter with the superintendent.

      1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

      2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities.

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided to a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings.

The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

No Retaliation.

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

Section 5: Threat Assessment and Response

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

1. Definitions

a. A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

   i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

   ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

   iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assessment them and to manage/address them. Threat assessment is the

process of distinguishing "transient" threats from serious ones in a systematic, data-informed way.

i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

1. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the designated law enforcement unit. Upon receipt of an initial report of any threat, the law enforcement unit shall initiate an initial inquiry/triage and make a determination of the seriousness of the threat as expeditiously as possible. The law enforcement unit must contact local law enforcement if it determines that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the law enforcement unit will meet to evaluate

and respond to the threatening behavior. The law enforcement unit may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the law enforcement unit determines to be reasonable and useful.

If the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

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

4. Communication with the Public about Reported Threats

To the extent possible, the superintendent will keep members of the school community informed about substantive threats and about the district's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

5. Coordination with the Crisis Team After Resolution of Threat

The superintendent will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School's Safety Plan.

Article 2 - School Day

The school day typically begins at 8:05 a.m. and ends at 3:38 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 20 minutes before the school day begins and 7 minutes after the school day ends, unless communicated with the student/parent beforehand. **There will be no supervision provided by the school before or after these times**. Parents must arrange for their children to leave school promptly at the end of the day.

Section 1: Daily Schedule:

Period 1	8:05 a.m. – 8:54 a.m.	Period 5	11:26 a.m. – 1:08 p.m.
Period 2	8:56 a.m. – 9:44 a.m.	Period 6	1:10 p.m. – 1:58 p.m.
Period 3	9:46 a.m. – 10:34 a.m.	Period 7	2:00 p.m. – 2:48 p.m.
Period 4	10:36 a.m. – 11:24 a.m.	Period 8	2:50 p.m. – 3:38 p.m.

Section 2: Early Dismissal

Period 1	8:05 a.m. – 8:36 a.m.	Period 5	10:17 a.m. – 10:48 p.m.
Period 2	8:38 a.m. – 9:09 a.m.	Period 6	10:50 p.m. – 11:21 p.m.
Period 3	9:11 a.m. – 9:42 a.m.	Period 7	11:56 p.m. – 12:27 p.m.
Period 4	9:44 a.m. – 10:15 a.m.	Period 8	12:29 p.m. – 1:00 p.m.

Section 3: Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be relayed via Infinite Campus (phone call, text message, and email), radio station 107.9 The Bull, 106.7 KIX, the school Facebook Page (Leigh Community Schools). Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9:00 p.m. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made utilizing the school's district automated system, Infinite Campus. Parents are responsible for providing current phone numbers and emails to receive the messages. The announcement will be posted on the Leigh

Community Schools Facebook Page. In some instances, schools will be open, but certain services may be canceled (bus transportation, preschool, student activities).

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast to the media and placed on the Leigh Community Schools Facebook Page. **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. Students and staff members practice tornado safety procedures regularly. 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 Evacuation, Tornado Warning, and Critical Incident Response.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Section 4: Open-Closed Campus

High school students in good standing are allowed to leave campus during their assigned lunch period. They are to abide by expectations of conduct during this time. Students must walk to and from their destination over the lunch period. Students must be academically eligible to participate in the open campus program.

At the start of the lunch periods, students leaving for open campus must sign out in the main office. Upon returning, students must return through the main office door. No outside food or beverage is to be brought back in the building. Students returning from open campus lunch are to report to the cafeteria until dismissed by the bell.

Students eating lunch at the school are to remain in the cafeteria during the lunch period unless assigned to a classroom by a staff member or given a restroom pass. Students are not to eat lunch at school and then leave the campus.

Section 5: Wireless Communication Device (Cell Phone & Electronics)
Students may NOT use cellular phones or any other electronic device not provided by the district while at school during school hours. Devices should not enter the school building or can be dropped off at the school office at the beginning of the school day.

Any student who is found to be in possession of any cellular phone, or other electronic device (AirPods, Apple Watches, personally-owned tablet, gaming device, etc) during school hours is in violation of this policy and the student code of conduct.

Staff who discover students in possession of a cellular phone or electronic device while at school during the school day will immediately confiscate the device and turn it into the administration.

In addition to the disciplinary consequences imposed, a parent or legal guardian of the offending student must pick up the confiscated devices from the office in person. The administration will return the device to the parent or guardian, after meeting with the parent or guardian to discuss the rule violation.

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

Consequences for Violation of Rules
1st Offense will result in a detention and parents will come to pick phone/WCD up from school.
2nd Offense will result in an in-school suspension and parents will need to pick up the phone/WCD.
3rd Offense will result in an in-school suspension, parents will need to pick up the phone/WCD, and students will have to check-in their phone/WCD at the office for the rest of the semester.

Special exceptions or changes to this policy may be made by the administration at any time.

Students are prohibited from using WCD's to take pictures or record video/audio in locker rooms, bathrooms, or on school buses or other district vehicles. The use of WCD to take or transmit audio/picture/video is also prohibited in the classrooms, unless deemed appropriate by the teacher and used for educational purposes only.

The school will not be responsible for any damaged, stolen or lost cell phones. No cell phones will be allowed in the bathrooms or locker rooms for any reasons. Students will be allowed to bring cell phones along with them to extra-curricular activities but the school is not responsible if they are lost or stolen.

Section 6: Arrival at School/Dismissal From School

Students are expected to arrive at school no more than 20 minutes prior to the first class or school program in which they are participating. Prior to that time, the school is not responsible for supervision of the students. At the High School, students will be admitted to the school building at 7:45 am. 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.

Section 7: Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their

children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

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

Section 8: Emergency Contact Information
Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

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

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

Section 3: Damage to School Property
Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Section 4: Lockers and Other School Property
The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Section 5: Searches of Lockers and Other Types of Searches
The school owns student lockers, desks, computer equipment, and other such property. 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 at 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 that 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 and Photographs
The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students

and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Section 7: Telephone Calls

The school's telephone may be used only with permission of staff.

Section 8: Personal Items

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

Section 9: Lost and Found

All lost and found articles are to be taken to the main office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Section 10: Illness or Injury at School

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

Section 11: 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. Visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Section 12: Insurance

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

Section 13: Bulletins and Announcements

During the beginning of 4th period each school day the office will provide a list of announcements for every teacher. It is the teacher's responsibility to read the announcements during 4th period, as to notify students of important announcements concerning the student body and school. If the teachers, students, or staff members have an announcement it must be turned into the office by 9:30 am to become a part of the daily bulletin.

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office.

The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 14: Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at https://www.whoishostingthis.com/resources/student-copyright/. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: http://www.loc.gov/teachers/usingprimarysources/copyright.html.

Section 15: Conduct on Buses

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

II. Special Conduct Rules for Riding School Buses.

A. Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least five (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 adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles if they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep the bus clean. Place any trash into the provided waste baskets.
6. Do not throw any object.
7. Food or drink is only allowed when permitted by the bus driver. Sunflower seeds are never allowed on the bus.
8. Do not damage the school bus. Report any damage immediately to the driver.

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

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

Section 16: Food and Drinks in the Classroom
With the exception of water, students are not to bring food nor drink into the classroom. Water shall be stored in a plastic or metal container with a lid present.
Teachers may distribute food as a reward for student achievement.

Candy and Gum
Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Section 17: Class Dismissal
Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.