

LEIGH JR/SR HIGH SCHOOL

STUDENT HANDBOOK

2020 – 2021

Welcome to Leigh Community Schools.

Learning
Empowers
Individuals to
Great
Heights

Stephanie Petersen, Superintendent
402-487-3301

Troy Holmberg, 7-12 Principal
402-487-2228

Parents and Students:

Please read this handbook and understand that the rules and regulations outlined there in 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 Mrs. Petersen at 487-3301 or Mr. Holmberg at 487-2228.

- Receipt of 2020-2021 Student-Parent Handbook
- Parent Release Form for Media Usage
- Medication Release Form
- Contact Information Form

**RECEIPT OF 2020-2021 STUDENT-PARENT HANDBOOK
OF LEIGH COMMUNITY SCHOOLS**

This signed receipt acknowledges receipt of the 2020-2021 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

**PLEASE COMPLETE AND RETURN TO SCHOOL BY
FRIDAY, AUGUST 21, 2020**

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

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:**
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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 _____

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 Mrs. Petersen or Mr. Holmberg for clarification.

Parent/Guardian Signature: _____

Student(s) Signature(s): _____

Asthma? ☐ YES ☐ NO

Use Inhaler? ☐ YES ☐ NO

PLEASE COMPLETE AND RETURN TO SCHOOL BY FRIDAY, AUGUST 21, 2020

Leigh High School Student Handbook 2020-2021 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 Leigh High 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. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations. If any policies in the Student Handbook and Board Policies Handbook appear to be in conflict, the administration shall determine the appropriate policy to be followed.

Notice of Nondiscrimination

Leigh Community Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

This institution is an equal opportunity provider.

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC. 20250-9410, or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

2020-2021 Parent-Student Handbook of Leigh Jr/Sr High School Table of Contents

Article 1 - Mission and Goals

| Article 1 - Mission and Goals | | Page |
|-------------------------------|--------------------------|------|
| Section 1 | School Mission Statement | 2 |
| Section 2 | Goals and Objectives | 3 |
| Section 3 | Multicultural Policy | 3 |
| Section 4 | Complaint Procedures | 3 |

Article 2 - School Day

| | | |
|-----------|---|---|
| Section 1 | Daily Schedule | 5 |
| Section 2 | Early Dismissal Schedule | 5 |
| Section 3 | Severe Weather and School Cancellations | 5 |
| Section 4 | Open-Closed Campus | 6 |
| Section 5 | Arrival at School/Dismissal from School | 6 |
| Section 6 | Emergency Closing Procedures | 7 |

Article 3 - Use of Building and Grounds

| | | |
|------------|---|----|
| Section 1 | Entering and Leaving the Building | 8 |
| Section 2 | Visitors | 8 |
| Section 3 | Smoke-Free Environment | 8 |
| Section 4 | Care of School Property | 8 |
| Section 5 | Lockers | 9 |
| Section 6 | Searches of Lockers and Other Types of Searches | 9 |
| Section 7 | Video Surveillance | 9 |
| Section 8 | Use of Telephone | 10 |
| Section 9 | Student Valuables | 10 |
| Section 10 | Lost and Found | 10 |
| Section 11 | Accidents | 10 |
| Section 12 | Laboratory Safety Glasses | 10 |
| Section 13 | Insurance | 10 |
| Section 14 | Bulletins and Announcements | 10 |
| Section 15 | Copyright and Fair Use Policy | 11 |
| Section 16 | Conduct on Buses | 11 |
| Section 17 | Pop Machine | 12 |
| Section 18 | Hallway Regulation | 12 |

Article 4 - Attendance

| | | |
|------------------|--|-----------|
| Section 1 | Attendance Policy | 14 |
| Section 2 | Attendance and Absences | 14 |
| Section 3 | Absence Procedures | 15 |
| Section 4 | Make-up Work | 15 |
| Section 5 | Attendance is Required to Participate in Activities | 15 |
| Section 6 | Excessive Absenteeism and Truancy | 15 |
| Section 7 | Withdrawal from Mandatory Enrollment | 16 |

Article 5 - Scholastic Achievement

| | | |
|-------------------|---|-----------|
| Section 1 | Grading System | 18 |
| Section 2 | High School Yearly Course Requirements | 18 |
| Section 3 | Graduation Requirements | 19 |
| Section 4 | Promotion, Retention | 19 |
| Section 5 | After School Study Hall: Failing Grades/Missing Work | 19 |
| Section 6 | Schedule Changes | 20 |
| Section 7 | Down Lists/Parent Reports | 20 |
| Section 8 | Dual Credit Courses | 20 |
| Section 9 | Report Cards | 21 |
| Section 10 | Parent - Teacher Conferences | 21 |
| Section 11 | Honor Roll | 21 |
| Section 12 | National Honor Society | 21 |
| Section 13 | Academic Integrity | 22 |

Article 6 - Support Services

| | | |
|------------------|--|-----------|
| Section 1 | Special Education Identification and Placement Procedures | 25 |
| Section 2 | Students with Disabilities: Section 504 | 26 |
| Section 3 | Guidance Services | 27 |
| Section 4 | Health Services | 27 |
| Section 5 | Immunizations | 28 |
| Section 6 | Birth Certificate Requirements | 29 |
| Section 7 | Guidelines for Head Lice | 30 |

Article 7 - Drugs, Alcohol and Tobacco

| | | |
|------------------|--|-----------|
| Section 1 | Drug-Free Schools | 31 |
| Section 2 | Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco | 31 |

Article 8 - Student Rights, Conduct, Rules and Regulations

| | | |
|-----------|---|--|
| Section 1 | Part 1 : Student Conduct and Discipline | 33 |
| | Part 2: | * Short-Term Suspension |
| | Forms of Discipline | * Long-Term Suspension |
| | | * Expulsion |
| | | * Other Forms of Student Discipline |
| | Part 3: | *Grounds for Short-Term Suspension, |
| | Student Conduct | Long-Term Suspension, Expulsion or Mandatory Reassignment |
| | | *Student Appearance Policy(Dress Code) |
| | | *Addendum:Dress Code Examples |
| | | * Harassment and Bullying Policy |
| | | *Public Displays of Affection |
| | | *Dating Violence |
| | | *Profanity |
| | | *Snowballing |
| | | *Initiation into Classes or Organizations |
| | | *Student Car Driving at Noon |
| | | *Hall Passes and Hall Congregating |
| | | *Use of Cell Phones |
| | | *Electronic Devices |
| | | *Student Internet and Computer Access Policy |
| | Part 4: | *Procedures for Long-Term |
| | Due Process Procedure | Suspension, Expulsion or Mandatory Reassignment |

Article 9 - Extra-Curricular Activities-Rights, Conduct, Rules and Regulations

| | | |
|------------|--|----|
| Section 1 | Extra-Curricular Programs | 49 |
| Section 2 | Activity Philosophy | 49 |
| Section 3 | Activity Code of Conduct | 49 |
| Section 4 | "Team Selection" and "Playing Time" | 54 |
| Section 5 | Academic Eligibility Standard for Activities Participation | 54 |
| Section 6 | Student Fees Policy | 55 |
| Section 7 | Sunday and Wednesday Practice | 59 |
| Section 8 | Student Council | 60 |
| Section 9 | Class Meetings | 60 |
| Section 10 | Class Officers | 60 |
| Section 11 | Assemblies | 60 |
| Section 12 | Homecoming | 60 |
| Section 13 | Senior Work Study | 61 |
| Section 14 | Dances and Class Parties | 61 |
| Section 15 | Student Aides | 62 |

Article 10 - State and Federal Programs

| | | |
|-------------------|--|-----------|
| Section 1 | Notice of Nondiscrimination | 63 |
| Section 2 | Designation of coordinator(s) | 63 |
| Section 3 | Anti-discrimination & Harassment Policy | 63 |
| Section 4 | Multicultural Policy | 65 |
| Section 5 | Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973 | 65 |
| Section 6 | Notification of Rights Under FERPA | 66 |
| Section 7 | Notice Concerning Disclosure of Student Recruiting Information | 68 |
| Section 8 | Notice to Parents of Students in Programs Receiving Title 1 Funding | 68 |
| Section 9 | Student Privacy Protection Policy | 69 |
| Section 10 | Parental Involvement Policies | 72 |
| Section 11 | Homeless Students Policy | 75 |
| Section 12 | Breakfast and Lunch Programs | 77 |
| Section 13 | Handicapped Child Find | 79 |
| Section 14 | Notice of Asbestos Plan Availability | 79 |
| Section 15 | Asthma or Systemic Allergic Reactions | 79 |
| Section 16 | Full and Part Time Students | 80 |

School Website:

<http://www.leighcommunityschools.org>

Article 1 – Mission and Goals

Section 1 School Mission/Vision/Belief Statements

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.

Mission: 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 at 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.

Learning Empowers Individuals to Great Heights

Article 1 – Mission and Goals

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 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.

Article 1 – Mission and Goals

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.

Article 2 - School Day

Section 1 Jr/Sr High 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 Jr/Sr High Early Dismissal Schedule

| | | | |
|----------|------------------------|----------|-------------------------|
| 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 Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. Radio and television stations broadcast the information regularly.

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. 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 cancelled (bus transportation, preschool, student activities).

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

Article 2 - School Day

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.

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 their destination over the lunch period. Students must be academically eligible to participate in the open campus program.

At the start of the lunch period, 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 nor beverage is to be brought back into the building. Students returning from open campus lunch are to go 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.

If the office is provided documentation by a parent/guardian, Junior High students may be excused only to their own home during lunch after signing out in the main office. Failure to follow the open-campus guidelines will result in consequences including, but not limited to; loss of open-campus privilege, before/after school detention, or in-school suspension.

Section 5 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.

Article 2 - School Day

Section 6: 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 Entering and Leaving the Building

Beginning Of School: Students should not be on school grounds prior to 7:45 a.m. when the doors to the school are opened unless meeting with a staff member or involved in a school related activity. Until the first bell at 8:00, Students are to stay in designated areas and are not to go to any other part of the building without permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, except for students who are permitted to leave for open campus lunch, students are to report to the school office.

End of School: Our regular school day ends at 3:38 p.m. Make-up work, special help, assignments after school, club meetings, and other school activities begin at 3:45 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

Section 2 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 3 Smoke-Free Environment

Leigh Community Schools declares all of our school buildings and grounds to be 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 4 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. Students may be subjected to additional consequences, including suspension and expulsion. Fines are determined on books according to the following criteria:

| | |
|------------------------------|--|
| Lost Book: | Replacement cost |
| Missing one or both covers: | Same as lost book |
| Loose Cover: | \$5.00 |
| Missing Page: | \$1.00 per page (up to replacement cost) |
| Torn Page: | \$1.00 per page (up to replacement cost) |
| Marks that cannot be erased: | 50 cents per mark (up to replacement cost) |

Article 3 - Use of Building and Grounds

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 5 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 main 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 are permitted to use a backpack/bookbag to carry books and supplies to and from school. Students are to place backpacks/bookbags in their locker during the school day. Students have an opportunity to go to their lockers several times a day as most classrooms are located in the same area of the building.

Exception: a backpack/bag may be used to transport clothing to and from the gymnasium for a PE class.

Section 6 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 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 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 7 Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and

Article 3 - Use of Building and Grounds

to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent.

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

Section 8 Use of Telephone

Use of the office phone will only be allowed in an emergency or when a student is ill. Students are not to be called from classes except when an emergency exists. If students need to contact a parent/guardian during school hours, they may come to the office and use their own personal cell phone before returning to class. Use of the phone is not an excuse to be tardy to class.

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 safekeeping. 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 owner can claim the articles. 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.

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

Section 13 Insurance

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

Section 14 Bulletins and Announcements

During the beginning of 3rd 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

Article 3 - Use of Building and Grounds

during 3rd 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 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 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

Article 3 - Use of Building and Grounds

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 17 Pop Machine

In adherence to State regulations, pop and other commercial drinks may not be purchased from the machines for a period from 30 minutes before lunch to 30 minutes after the conclusion of the lunch period.

Section 18 Hallway Regulation

1. Each student receives a Patriot Pass sheet at the start of each quarter. This sheet is to be signed by a staff member prior to a student leaving the classroom for a personal reason (ex: restroom, going to locker to get a book)
2. Staff members are to sign a pink pass if the student needs to leave the classroom for a staff directed or academic reason (ex: getting work from the copier, checking out a

Article 3 - Use of Building and Grounds

- book for AR, excused tardiness due to a class period running late)
3. Teacher will be held responsible for those students for whom they have signed passes.
 4. Teachers will take all pass privileges away from those students who violate the Hall Pass Rules. Teachers will use their discretion as to how long these privileges will be revoked. (suggested time for first offense would be one week.)

Article 4 – Attendance

Section 1 Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance. The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors that will result in regular and punctual student attendance.

Section 2 Attendance and Absences

Excused and Unexcused Absences. An absence from school will be reported as: (a) a school excused absence; (b) a not school excused absence; or (c) unexcused absence

School Excused: The parent must provide the school documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to: physician documented illness, dental/orthodontist appointment, pre-arranged college visits (one for juniors, two for seniors), court appointment, death of a family member, or suspension.

Not School Excused: Parent acknowledged absences that include but are not limited to: undocumented illness, vacations, and other situations where the parent notifies the school that the child will be gone.

Unexcused: Parental notification was not provided for the absence or the Principal has denied approval due to fraudulent information given as to the nature of the absence. If a student has exceeded nine (9) absences in a semester, the Principal may classify further absences as unexcused by provisions noted in the student attendance approval plan.

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned area when the bell for their first class rings.

Students arriving later than fifteen (15) minutes after the bell to start first period will be recorded as absent for the period.

During each semester, every third accumulated tardy to first period will result in an absence to be recorded for that date.

Habitual infractions may result in additional consequences assigned by the administration. For school purposes, habitual is defined as accumulating more than any three late arrivals to school (tardy/unexcused absence) or classroom tardies (periods 2-8) during a six week period in either semester. Consequences include, but are not limited to: making up the missed time (detention), in-school suspension, and suspension of privileges.

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 sheet 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.

Article 4 - Attendance

Section 3 Absence Procedures

Planned Absence: Parents/Guardians who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Unplanned Absences: Parents/Guardians should notify school with a phone call prior to 8:45. If the school does not receive communication, a phone call will be attempted. In the event the school is unable to contact the parent/guardian, the student must verify the absence with documentation from the parent/guardian upon return to school. Failure to verify the absence will result in the absence being coded as unexcused.

Students cannot excuse themselves from school unless deemed as an emancipated minor.

Section 4 Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The teacher will determine the time each student is allowed. For work assigned during the student's absence, at minimum the student upon return to school must be afforded the same amount of time to complete the assignment as those present when the work was assigned. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

If parents or students request assignment sheets the school should be contacted by 10:00 AM.

For unexcused absences, the student may receive a failing mark in each class period missed.

Section 5 Attendance is Required to Participate in Activities

Students must attend school the day of any scheduled school activity in order to participate in the activity. The student must arrive at school prior to the start of third period and stay in school for the remainder of the day. School excused absences, noted in Section 2, are generally viewed as exceptions to this rule. The Principal retains the right to make the final determination in cases where the student arrived after the start of third period or left school prior to dismissal at the end of the academic day.

Section 6 Excessive Absenteeism and Truancy

Students who accumulate eight (8) absences in a semester shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.

Article 4 - Attendance

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

Reporting Habitual Truancy. The school may report to the county attorney in the county the student resides when the school has documented the collaborative plan to reduce barriers to attendance has not been successful and the student has accumulated twenty (20) or more absences in the school year. The school shall notify the student's family prior to referring the student to the county attorney.

At the high school level, ten (10) or more reported not school excused absences or unexcused absences from a class during a semester will result in loss of academic credit. The student or his parent/guardian may request a credit recovery meeting and address a committee consisting of the Principal, Guidance Counselor, and the student's teachers in the affected classes. The committee will have the authority to either:

- 1) Reinstate credit if the majority of the committee agrees sufficient reason for a waiver of the policy exists.
- 2) Place the credits on hold pending the completion of an attendance improvement plan implemented by the committee.
- 3) Deny the appeal and the credits are forfeited.

The students and parent(s)/guardians are afforded the opportunity to speak with the committee or provide written arguments for the waiver of the policy. A tie vote by the committee would result in a decision in favor of the student's request.

Students accumulating excessive absences, as defined previously in this section, may be limited in attending school-sponsored events and field trips occurring during the school day. The administration will make this determination based upon the importance of the event, the student's academic standing, and provisions noted in the student's attendance improvement plan.

Section 7: Withdrawl from Mandatory Enrollment

Only children who are at least 16 years of age may be dis-enrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent. The district will follow the procedures outlined on the required NDE

Article 4 - Attendance

Withdrawal from Mandatory Attendance Form. At the exit interview, the person making the written request shall present evidence that the:

- (a) person has legal or actual charge or control of the child AND the child is experiencing:
- (b) financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, OR
- (c) an illness of the child making attendance impossible or impracticable.

Only children dis-enrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Article 5 - Scholastic Achievement

Article 5 - Scholastic Achievement

Section 1 Grading System

Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

| | | | | | |
|----|--------|---|-------|----|-------|
| A+ | 98-100 | A | 96-97 | A- | 94-95 |
| B+ | 92-93 | B | 89-91 | B- | 87-88 |
| C+ | 84-86 | C | 80-83 | C- | 77-79 |
| D+ | 75-76 | D | 72-74 | D- | 70-71 |
| F | 0-69 | | | | |

Each teacher will define the grading procedures to be used in their classes.

Class rank is determined by a student's cumulative percentage. A grade point average (GPA) is assigned to each percentage as follows:

| | | | |
|--------|-------|------|-------|
| 94-100 | 4.000 | 81 | 2.250 |
| 93 | 3.833 | 80 | 2.125 |
| 92 | 3.667 | 79 | 2.000 |
| 91 | 3.500 | 78 | 2.000 |
| 90 | 3.333 | 77 | 2.000 |
| 89 | 3.167 | 76 | 1.833 |
| 88 | 3.000 | 75 | 1.667 |
| 87 | 3.000 | 74 | 1.500 |
| 86 | 2.875 | 73 | 1.333 |
| 85 | 2.750 | 72 | 1.167 |
| 84 | 2.625 | 71 | 1.000 |
| 83 | 2.500 | 70 | 1.000 |
| 82 | 2.375 | 0-69 | 0.000 |

Section 2 High School Yearly Course Requirements

High school students are required to register in the following courses:

| | |
|------------|---|
| 9th Grade | Algebra or Basic Algebra, World History, English 9, Physical Science, Civics, Speech/Introduction to Business |
| 10th Grade | Biology, Careers/Entrepreneurship, English 10, Geometry or Basic Geometry |
| 11th Grade | American History, English 11, Math Elective building upon Algebra, Science Elective |
| 12th Grade | American Govt, College English or English 12 |

Article 5 - Scholastic Achievement

Section 3 Graduation Requirements

All graduating seniors must have 240 credit hours to receive a Leigh High School Diploma, of which 165 of them must be from the areas listed below.

- 4 years of English
- 3.5 years Social Studies (which must include American History, Civics, World History, and American Govt). **The Civics course is required starting with Graduating Class of 2023.**
- 3 years of Math (which must include Algebra and Geometry)
- 3 years of Science
- 1 semester Speech/ 1 semester Introduction to Business
- 1 semester Careers/ 1 semester Entrepreneurship
- 1 semester Personal Finance
- **1 semester Health (Required with graduating class of 2024)**
- 1 year of Visual and Performing Arts

Credit Hours Per Semester

5 Credit hours per semester

Band = 3 credit hours per semester

Chorus= 2 credit hours per semester

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right. The superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony.

Graduating seniors who are members of the National Honor Society may wear honor cords at the graduation ceremony.

Section 4 Promotion, Retention

The professional staff at Leigh High School will place students at the grade level and in the courses best suited to them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Section 5 After School Study Hall: Failing Grades and Missing Work

At Leigh Jr/Sr High School, we believe in a support system to both encourage and hold students accountable for demonstrating their level of learning. We ask that students:

- 1) Complete assigned work on time
- 2) Use work time appropriately
- 3) Be prepared for class
- 4) Respond appropriately to staff directives

At the start of the week, a list is compiled in the office of all students with a failing grade. When

Article 5 - Scholastic Achievement

students have a failing grade for two consecutive weeks, they are assigned to the after school study hall. A staff member will inform the student of required attendance. The study hall is run typically on Tuesday-Thursday from 3:45-4:15. A staff member is present to supervise and assist during this time. Students improving their grades to a passing level during the week are excused from the study hall. Attendance for study hall takes precedence over activity practices and events.

Students may also be assigned to the study hall for failure to complete a major assessment in a timely manner (ex. test, project, research paper) or chronic failure to submit basic work (ex. multiple missing short homework assignments). At minimum, students shall be warned two days prior to being assigned to the study hall for missing work.

It is the student's responsibility to inform parents of the required study hall time and make arrangements for alternate transportation. If the student is unable to stay due to family obligations, it is the responsibility of a parent/guardian to contact the administration. The student may be required to complete the owed time on another day, including Saturday.

Students failing to attend the study hall are assigned consequences including, but not limited to: loss of social lunch, after/before school detention, and in-school suspension.

Section 6 Schedule Changes

Students needing schedule changes should notify the principal. The teachers involved, the principal or guidance counselor, and students' parents must initiate schedule changes. Schedule changes are to be complete during the first week of each semester. The Principal makes the final approval of all schedule changes.

Section 7 Down List/ Parent Reports

All parents of students with an average of 70 or below in any subject will receive notification of this low grade. This notification will be issued starting at the *third full week* of each semester. A down slip may be sent out at other times if a teacher feels that parents need to be notified of a student's lack of progress.

Section 8 Dual Credit Courses

A number of dual credit courses are available through local community colleges for students to simultaneously earn both high school and college credit. Students are responsible for purchasing or renting text books for these courses. Upon successful completion of the course, students may request reimbursement. Upon reimbursement, a purchased textbook becomes property of Leigh Community Schools.

Students enrolled in dual credit courses will have their final semester grade adjusted if the college scale differs from the Leigh grading system.

For purposes of progress monitoring, students enrolled in dual credit courses are required to show their current grade upon request to the guidance counselor or administration.

When taking college courses, students may be asked to access websites blocked by the school's Internet. If these sites must remain blocked by district policy, students will need to access the material on a personal device outside of the school day.

Article 5 - Scholastic Achievement

Section 9 Report Cards

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

Section 10 Parent-Teacher Conferences

Parent-teacher conferences will be held this year at the during the 1st and 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 one or more teachers as needed.

Section 11 Honor Roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st and 3rd quarters along with 1st and 2nd semesters. Students will be recognized accordingly:

1. Students receiving all "A's" will be classified as A Honor Roll.
2. Students receiving no other grade lower than a "B" will be classified as students A-B Honor Roll.
3. All class grades are figured the same for honor roll status. However, only courses awarding five credits are computed in the overall student GPA.
4. Honor roll lists are published in the Leigh World and district webpage.

Section 12 National Honor Society:

The National Honor Society chapter of Leigh High 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 Honor Society Constitution. Students are selected to be members by the formula specified in the organizations constitution.

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Karen Hillen.

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, 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 contained in this handbook; 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

Article 5 - Scholastic Achievement

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 13 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):

- (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 formulas 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 room, or knowingly allows another student to look at the student's answers.
- (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.

Article 5 - Scholastic Achievement

(b) Papers (includes papers, essays, projects, and 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.

Article 5 - Scholastic Achievement

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 and assign a grade of "F" or zero for the work. If the work is considered a summative/major assessment, the student is required 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 parents.
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.