

Elgin Public Schools

“Home of the Eagles”

Student Handbook

2022-2023

P.O. Box 399
Elgin, NE 68636
Telephone: 402-843-2455
Fax: 402-843-2475

Mr. Michael Brockhaus
Superintendent

Mr. Greg Wemhoff
Principal

This Planner belongs to:

Name _____

Phone _____

Address _____

Grade _____

TABLE OF CONTENTS

Staff
Members..... 3
..... 3
School Board Members, Notice of Nondiscrimination, Message to Students.... 4
Mission Statement, School Song, Fight Song, Daily
Schedule..... 5
School Closing Information, In the Event of a Crisis at
School..... 6
Quick Reference for Parents in the Event of a
Crisis..... 7
Academic
Graduation
Requirements..... 7
..... 7
Assessments, Honor Roll, Grading
System..... 8
Mastery Levels Testing Honors and
Rewards..... 9
National Honor Society, Grading Scale for College Level Classes,
Pass/Fail Classes, ITV Classes,
..... 10
Guidance, Advisor/Advisee Program, Library/Media Center,
Student Lead Conferences/Special
Education..... 11
Attendance
Attendance,
Absenteeism..... 16
..... 16
Study Hall, Scholastic Report, Cheating and
Plagiarism..... 16
Credit Appeals, Make Up
Work/Homework.....18
Tardiness, Make Up Slips, Planned Absence, Permit to Leave the
Building.....19
Closed Campus, College Visitation, Student
Records..... 19
Student Behaviors
Discipline..... 20
..... 20
Drug and Alcohol Policy
..... 21
Criminal Acts, Late work/Failing Grade
Procedure.....24
Alcohol, Tobacco, and Drugs on School
Grounds..... 24

Emergency Exclusion, Student Rights.....	24
Activities	
Activities.....	29
Academic and Attendance Requirements.....	30
Activity Lettering Minimum Requirements for Cooperative Sports.....	32
School Term, Suspension, Implementation.....	33
General Information	
Authority, Visitors, Student Insurance.....	33
Medication, Bulletin Board Notices, Complaint Procedure.....	34
Electronic Devices.....	34
Appropriate Dress.....	35
Improper Language, Supervision, Playground Usage, Bus Transportation.....	36
Campus Security Cameras, Bus Security Cameras, Telephone.....	37
Lunch/Breakfast Program, Lockers, Book Usage, Student Driving/Parking	37
Dance Policy.....	38
Evacuation Plan ,Acceptable Use of Computers.....	39
Policies Required Under State and Federal Statutes.....	41

ADMINISTRATION

Mr. Michael Brockhaus Superintendent
Mr. Greg Wemhoff Principal

PK-12 STAFF MEMBERS

Mrs. Crystal Borer Grade 5; Math Grades 4, 5,& 6
Mr. Brandon Callahan Social Studies
Mr. Andrew Childers Science

Mrs. Chelsi Childers	Grade 1
Mrs. Briley Eischeid	Art
Mrs. Krista Eisenhauer	Grade 3
Mr. Randy Eisenhauer	Grade 6; Science Grades 4, 5, & 6
Mr. Mathew Euse	Health; Physical Education
Mrs. Dorothy Heithoff	Junior High Math
Mr. Eric Heithoff	Music
Mr. Dylan Kaup	Languages
Mrs. Hayley Kaup	Librarian/7 th and 8 th Grade LA
Mrs. Becky Lindgren	Math
Mrs. Jenna Lordemann	Resource Teacher (7-12)
Mrs. Tiffany Moser	Reading Specialist
Mr. Trent Ostransky	Grade 4; Social Studies Grades 4,5, &6
Mrs. Sonia Rittscher	Guidance
Mrs. Amy Selting	Business; Computer/Technology
Ms. Liz Selting	Grade 2
Mrs. Julia Schwartz	Ag Education
Mrs. Stacy Shumake-Henn	English
Mrs. Sue Vanis	Preschool & Resource Teacher
Mrs. Joyce Wemhoff	Kindergarten
Ms. Gabrielle Williams	Resource Teacher (K-6)

SUPPORT STAFF

Mrs. Anney Beckman	Business Manager
Mrs. Ronda Behnk	Cook
Mr. Jeff Cuffe	Custodian
Mrs. Jeanine Jochum	Aide
Mrs. Christy Knutson	ESU Nurse
Mrs. Jessica Niewohner	Administrative Assistant
Mrs. Angie Miller	Aide
Mrs. Rhonda Miller	Bus Driver
Mr. Steve Paul	Custodian
Mrs. Lisa Poulsen	Cook
Mrs. Shanda Schindler	Aide
Mr. Jeff Scholl	Custodian
Mrs. Meghan Veik	Aide

SCHOOL BOARD MEMBERS

Mr. Eric Beckman
Mr. Ron Bode - Secretary
Mr. Steve Busteed
Mr. Todd Heithoff - Vice-Chairman
Mr. Luke Hinkle - Treasure
Mrs. Lisa Welding - Chairman

Non-Discrimination Statement

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.

A MESSAGE TO STUDENTS

Welcome to Elgin High School, your school. We want you to get the most you can from the years that you spend here. You improve your chance for life at its fullest when you do your best at learning. When you give only minimum to learning, you receive only the minimum in return. Even with your parents' best example and your teachers' best efforts, in the end, it is your work that determines how much and how well you learn. When you work to your full capacity, you can hope to attain the knowledge and skill that will enable you to create your future and control your destiny.

As students you are responsible for your own learning. These responsibilities include:

1. Self-discipline.
2. Respect for yourself and others.
3. Being at school on time.
4. Participating in the school and its activities.
5. Being honest and trustworthy.
6. Listening, communicating, and sharing ideas.
7. Doing your best work and setting your standards high.

8. Being polite, courteous, and kind to those around you.

MISSION STATEMENT OF ELGIN PUBLIC SCHOOLS

The Elgin Public Schools exists to serve and nurture the experiences of the students in a manner which will allow them to function competently in all facets of society. The School’s responsibility is to ensure that students gain the skills and knowledge to function as creative, discerning, and productive members of a global society.

SCHOOL SONG

Joyous and ever loyal
Let us cheer for our old high.
Let every heart sing, let every voice ring.
For there’s no time to grieve or sigh.

Ever onward our course pursuing
May defeat ne’er our ardor cool.
But united we boost for her
Our old high school.

FIGHT SONG

We are the Eagles, the proud Elgin Eagles
The best that are in the land
Whoever we meet, we are proud to defeat
We’re the team that’s really grand.

Our crowd is cheering when our team’s appearing
Eagles take their stand.
For we are the Eagles, the proud Elgin Eagles
The best that are in the land.

DAILY SCHEDULE

8:00 Teachers in Classrooms
8:12 Warning Bell
8:15-9:05 Period One
9:08-9:58 Period Two
10:01-10:51 Period Three
10:54-11:44 Period Four
11:47-12:37 Period Five
12:37-1:07 Lunch

1:07-1:57 Period Six
2:00-2:50. Period Seven
2:53-3:43. Period Eight

SCHOOL CLOSING INFORMATION

During each school year, the Administration is faced with the decision of closing school because of severe weather. The decision to close school, let out early or to start late will be made as early as possible. School closing or late start notices will be broadcast on the following radio stations KBRX, US 92/KNEN, WJAG/KEXL, and KZ100. Notice will also be announced on the television stations KOLN/KGIN 10/11 and KLKN TV and posted on the school website www.elgineagles.org and broadcasted through our JMC telephone/email notification system. It is the ultimate decision of the parent to keep their children home if we decide to have school during inclement weather. During these times of inclement and severe weather, it takes the utmost cooperation on the part of parents and school officials to insure that the students get as much education as possible without endangering the students' well being.

IN THE EVENT OF A CRISIS AT SCHOOL

At Elgin Public Schools, the board of education, school administration, staff and students must continually work to address student safety and these efforts extend to the safety of all individuals in the event of a crisis. A crisis can be within the school or from an outside factor. The administration, staff and students must be prepared to lock down as to provide the best opportunity for safety to all who are on campus. In order to act in an efficient manner The Elgin Public School District has updated its Crisis Response Plan that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis.

In most emergencies your child/children will remain and be cared for at the school he/she attends. In the rare event of an emergency affecting the school your child attends that prohibits re-entry to the building (such as broken gas or water main, a fire or toxic chemical spill), all students will be evacuated to the nearest and most appropriate facility. Evacuation sites will depend on the situation and what is deemed safest for students.

- ✓ **ALL PARENTS/GUARDIANS MUST KEEP THEIR PHONE NUMBERS AND EMERGENCY CONTACT PHONE NUMBERS CURRENT. WE CANNOT CONTACT YOU IF YOUR PHONE HAS BEEN CHANGED OR DISCONNECTED.**

QUICK REFERENCE FOR PARENTS
IN THE EVENT OF A CRISIS

PLEASE DO NOT COME TO THE SCHOOL UNLESS YOU ARE REQUESTED

TO PICK UP YOUR CHILD AT SCHOOL. Any emergency involving your child’s school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students you will be informed via the JMC Messaging System or the media. If you are asked to come to the school to pick-up your child, you will be expected to arrive at the site designated to you via those messages.

PLEASE DO NOT TELEPHONE THE SCHOOL. We have limited phone lines. These **MUST** be used to respond to the emergency. Do not try to contact your child by cell phone. There may be a need for silence and cell phones ringing could place students in danger.

STAY NEAR YOUR PHONE or E-MAIL. We will use our JMC telephone/e-mail messaging system to inform parents

TURN ON YOUR RADIO. We will keep the Norfolk Radio Stations and KBRX Radio Station in O’Neill informed of any emergency. If possible, we will also place information on the school website (www.elgineagles.org)

ACADEMIC

GRADUATION REQUIREMENTS

Graduation requirements for Elgin High School are as follows:

English	40 credits
Mathematics	30 credits
(Required to be in a math class 11 th grade year)	
Social Studies.....	30 credits
Science.....	30 credits
Personal Finance	5 credits
Physical Education/Health	10 credits
Business/Technology.....	10 Credits
Information Technology.....	5 credits
Personal Communications.....	5 credits
Electives	85 credits
Total Credits.....	250 credits

The following classes are mandatory in meeting these requirements: Algebra I, Geometry, American History, American Government, Geography, Physical Science, Biology, Health/P.E., and Personal Communication (Speech). (Algebra I is available for high school credit in 8th grade upon teacher recommendation. If taken in 8th grade, student must maintain at least 78% average in order to proceed.)

One semester of work constitutes 5 credits. You are required to take a minimum of 7 classes each semester and in doing so will not encounter any difficulty in meeting the minimum graduation requirements. Only in special circumstances will the 7-class limit be deviated from in any way.

COMMUNITY SERVICE

GRADUATION REQUIREMENT

Elgin Public Schools believe that community service is an important part of student growth. Although it is not a requirement, we highly recommend at least 5 hours of community service per semester. Students may turn service hours into the school for later use for job references or scholarship opportunities

ASSESSMENTS

PK-6 - Acadience - August-December -May

NSCAS - Fall - (3-8) ELA and Math
Winter - (3-8) ELA and Math
Spring - (3-4-6-7) ELA and Math
(5 and 8) ELA, Math, Science

MAPS

11th Grade - Fall, Winter and ACT in the Spring
9th and 10th - Fall and Spring
5th and 8th - Fall and Winter (Science only)

HONOR ROLL

The following criteria will be used to determine eligibility for quarter and semester honor roll:

1. "All A Honor Roll" - student receiving all A's
2. "Superior Honor Roll" - student receiving all A's and B's and having a GPA between 3.50-3.99 in all graded classes.
3. "Honor Roll" – student receiving all A's, B's, and C's and having a GPA between 3.00-3.99 in all graded classes.

GRADING SYSTEM

In addition to the requirements for graduation, Elgin High School regulates the methods of student evaluation and progress. A grading system based on the following percentages will be used by all staff members except when pass/fail grades are given.

99-100	= A+	92-93	= B+	84-85	= C+	76-77	= D+
96-98	= A	88-91	= B	80-83	= C	72-75	= D

94-95 = A- 86-87 = B- 78-79 = C- 70-71 = D-
0-69 = F
PASS / FAIL Classes: 78-100 = Pass 0-77 = Fail

TESTING AND HONOR REWARDS

Students who work diligently for the nine weeks and semester deserve to be rewarded for their hard work. In addition, students who perform well on achievement tests need recognition for their accomplishment. This policy includes all 9-12 students at Elgin High School.

The implementation of standards and testing for mastery of the standard components led to the discontinuation of semester testing as a required policy at Elgin Public School. Instead, both formative and summative tests will be given at the appropriate times throughout the semester.

1. At the end of each nine weeks students who reach the "All A" honor roll or the "Superior" honor roll will earn a ½ day release time from school.
2. At the end of the semester, students who make the honor roll for both nine weeks or who make the honor roll for one nine weeks and the semester honor roll will earn ½ day release time from school.
3. Any student who takes the NSCAS assessment and earns a score considered to be an "Exceeds the Standards" score on any of the subject area assessments, he or she will earn one-half day of release time per subject, not to exceed one full day of release time per year.
4. Any student who has met the MAP student growth standard as determined by MAP for the Fall-Spring testing cycle will receive 1/4th of an honor day per tested area given the score exceeds all their previous highest score.
5. Teachers may recommend student for a "hard worker" award. If a non-honor roll student receives three recommendations as a "hard worker" he/she will earn one day of release time.
6. Students earning release time must fill out the release form, signed by their parents, and file it with the principal designating the day or ½ day they plan to be gone from school. Students must take release time in ½ or full days; four periods constitute ½ day.
7. All work must be made up before students can take release time.
8. Students will not be counted absent during release time.
9. Students may not use release time during the last two weeks of the semester.
10. Students may only earn two full days of release time per year and can only carry two release days into the next school year.
11. Students who are over the attendance limit for a semester cannot use honor days.

NATIONAL HONOR SOCIETY

To be eligible for membership in the Dr. W.W. Graham Chapter of the National Honor Society, a student must be either a sophomore, junior or senior and

must have been in attendance at Elgin High School the equivalent of one semester. The student must also have a cumulative GPA of at least 3.00 on our 4.00 scale. The Faculty Council will then evaluate those students who are eligible on the basis of scholarship, service, leadership, and character. Students who would like more information concerning the National Honor Society should contact either the principal or guidance counselor.

All current members must interview with the co-advisors each year to discuss their continued membership in the National Honor Society. The interview will include their scholarship, service, leadership, and character.

GRADING SCALE FOR COLLEGE CREDIT CLASSES

95-100 A+	4.0		
90-94 A	4.0	70-74 C	2.0
85-89 B+	3.5	65-69 D+	1.5
80-84 B	3.0	60-64 D	1.0
75-79 C+	2.5	Below 60 F	0.0

PASS/FAIL CLASSES

All classes will be graded according to the Elgin Public School grading system with the exception of Office Practice/Teacher's aide. All other classes will be graded with the individual class grading requirements made by the teachers in each subject area. Each teacher will confer with the school administration to evaluate each grading procedure in each class. All of the graded classes will count toward scholastic average and eligibility for the Elgin Public School Honor Roll.

JUNIOR HIGH ADVANCEMENT

In order for a Junior High Student to advance to the next grade level the following criteria must be attained:

- The student must pass 6 out of 8 core semesters which include the following
 - Language Arts
 - Mathematics
 - Science
 - Social Studies
- And must pass 11 out of 14 semesters total.

(More than one retention during Junior High years will receive special consideration and require approval of the superintendent based on the recommendation of the principal, teacher and parent or guardian)

ITV CLASSES

The interactive television classes are provided to enhance and enrich the curriculum of Elgin Public Schools. Behavioral and academic expectations of students in the ITV classes are very high. These high expectations are

mandatory as we attempt to use a unique technology to meet the appropriate educational needs of students in our consortium. Student behavior in ITV classes will be handled in a very strict manner. Students will be given one warning and told that his/her parents may be notified by letter of the infraction. Upon a second altercation the student will be removed from the class by the school administration. Placement back into an ITV class will be reviewed by the school administration on a case-by-case basis.

GUIDANCE

Guidance services are available for every student at Elgin Public School. These services include assistance with educational planning; interpretation of test scores; occupation information; study help; help with home, school and or social concerns; and any other questions or issues a student may want to discuss with the counselor. Students wishing to visit the counselor should contact the guidance office to arrange for an appointment.

SPECIAL EDUCATION

ChildFind

This notice to inform the patrons of Elgin Public Schools that Public law 94-142 and State Rules 51 and 52 mandates that a free, appropriate public education is available to each child with a disability, 0-21 years of age, who resides in a local school district.

ChildFind for Special Education Services

The Elgin Public Schools asks you to assist us in our “Nebraska ChildFind” efforts. This is an ongoing statewide search for all unserved children with disabilities, ages birth through 21. If you know of a child who is experiencing difficulties with motor development, speech and language, vision, hearing or learning, please refer the parent to the number below. The Elgin Public School district will provide a special educational evaluation, at no cost to the parent. If the child qualifies under Nebraska law, a free and appropriate education program will be developed to meet his/her educational needs. To contact us, please call Greg Wemhoff, at 402-843-2455.

Student Assistance Team

What is the Student Assistance Team?

The Student Assistance Team (SAT) is a problem solving team comprised of general educators and other specialists. The purpose of SAT is to assist regular education, school-age students who need extra support beyond the classroom in order to be most successful. Areas of need vary from student

to student, and may include academic, behavior, health, speech/language, motor, or social supports. Teachers, administrators, or parents may refer a student to SAT. The SAT Team reviews past and present information regarding the student, and develops a research-based intervention plan designed to meet the individual needs of the referred student. The student's progress is monitored, as the intervention is intended to help increase the student's skills in the identified areas. The Team reviews progress and determines how to proceed based on this progress. Ultimately, the Student Assistance Team's goal is to successfully meet the needs of the individual student so that he/she is able to succeed in his/her educational experience.

When should a student be referred?

- Students experiencing academic difficulty
- Students who have difficulty maintaining attention
- Students experiencing behaviors that interfere with learning
- Students with speech concerns

Referral for Special Education Evaluation

If, after interventions in the general education classroom, the student continues to experience difficulty, school personnel may refer the child for a special education evaluation. Referrals for determination of eligibility for special education services may be initiated by:

- School personnel (including general education teachers, special education teachers, counselors, administrators, etc.)
- Child's parent(s) or legal guardian(s).

The official referral begins the formal process of determining eligibility for special education services. Once a referral is provided, the school must obtain prior written consent from the parent(s) or legal guardian(s) to begin the evaluation phase of the referral process.

Step One: Special Education Evaluation

IDEA requires that students referred for special education services receive a nondiscriminatory multi-disciplinary evaluation. The school district is required to complete the evaluation within 45 school days after receiving the signed parental consent form. The evaluation would then be conducted by a multidisciplinary team that consists of individuals who can bring different perspectives and expertise to the evaluation. Some examples of team members include:

- School Psychologist: These professionals are qualified to conduct all types of educational assessments including intelligence (IQ), achievement, behavior, etc.
- Special Educators: These individuals are qualified to conduct some types of achievement and behavior evaluations as well as informal observations.
- Classroom Teacher: These individuals provide documentation of the problems of the specific student.

- Parent(s) or Legal Guardian(s): The parents or legal guardians provide valuable insight into the student's behavior and personality in other environments.
- Related Service Providers (Speech/Language Pathologist, Physical Therapist, Occupational Therapist, Audiologist, Orientation and Mobility Specialist, etc.): These specialists provide information pertaining to specific areas of concern that have been assessed.

The evaluation must be comprehensive and use evaluation tools and strategies that are technically sound and accepted. Assessments may not be biased in regard to race, culture, language, or disability. The materials and procedures must be administered in the language and form most likely to provide accurate information on what the child knows and can do.

Most students receive a battery of formal evaluations that measure:

- Intelligence
- Achievement
- Behavioral
- Disability-specific issues.

Step Two: Eligibility (FAPE)

IDEA states that each child is entitled to a Free Appropriate Public Education (FAPE). Special education services are one way to accomplish that requirement for some students with disabilities. Within 30 days of the completion of the evaluation, the individuals that took part in the evaluation process will meet to determine eligibility for Special Education services. A student is considered eligible for special education services if (1) the child has a disability as defined by IDEA, which impacts his/her educational performance and (2) the child needs special education services in order to benefit from education. If the team determines that the student is eligible for special education services, then a formal Individualized Education Program (IEP) will be developed, outlining the special education services and goals for the student.

The **Individualized Education Program (IEP)** includes the following

- The strengths and weaknesses of the student, information regarding performance in the classroom and on formal assessments, and the reason he or she is receiving special education services.
- IEP initiation and duration dates: For most students, IEP goals are in place for one academic year.
- Measurable IEP goals and benchmarks
- A statement of "special instructional factors" (such as the need for assistive technology, braille, or transition services). If the student requires any of the special instructional factors, they should be addressed in the IEP.

- A statement of special transportation needs;
- A statement of opportunities to participate in nonacademic and extracurricular activities with their non-disabled peers
- Present Level of Academic Achievement and Functional Performance
- Special education and related services needed to achieve the annual goal (including frequency of services, amount of time, location, etc.)
- For students 16 years and older; the plans and activities for the student's transition from high school will be addressed
- The signature page that has the signatures of all members present at the meeting.

Step Three: IEP Implementation

Once the IEP is developed and signed by members of the IEP team, it is the responsibility of the entire IEP team to ensure that the IEP is implemented. The IEP team may meet as frequently as needed to discuss the implementation of the IEP. The IEP document is a "living" document and can be update during the school year, if needed. The IEP goals and benchmarks provide the objectives for the education of the student and describe what services will be provided by the local school district to achieve those objectives.

ADVISOR/ADVISEE PROGRAM

The Advisor/Advisee program at Elgin Public School is designed to support our students with assistance from teachers regarding all aspects of high school. The goal of the program is to help all students succeed and have the best possible experience while at Elgin Public School. The advisor/advisee program will match students with teachers to build a relationship on trust and appreciation as we all strive to reach the same goal. The advisor will in many ways be the mentor for the student as they progress through high school. The advisor will offer assistance in times of need, listen when things are going good and when things could be better, and most of all be interested in the well being of the students chosen by them. In the end we would like to be able to know that the advisor has shared all of the triumphs and all of the struggles with their students. The advisor will offer assistance in the student scheduling process each year. Students will be assigned an advisor when they enter high school and will keep that same advisor for the entire experience.

SCHOOL LIBRARY/MEDIA CENTER

The purpose of the library/media center is to ensure that students and staff are effective users of ideas and information. The library/media program seeks to provide an educational atmosphere where students are encouraged to find, evaluate, analyze, synthesize, and communicate information necessary to function in this rapidly changing world. The library/media skills are integrated into regular classrooms and taught as needed. The library/media center will provide intellectual and physical access to the resources required for quality learning experiences and the empowerment of lifelong learning skills. The

resources in the media center are organized by type of format. The print sources are books, periodicals, and pamphlets. Non-print sources are videos, CD-Rom, filmstrips, and on-line services via the computer. The inter-library loan system provides access to materials outside the library. Students are welcome and encouraged to check out the materials in library/media center.

STUDENT-LED CONFERENCES

During the 3rd quarter of the spring semester, all students will participate in Student-Led Conferences with their parent(s). Students will be required to complete a portfolio each year that will include various pieces of work from each of their enrolled classes. Teachers will be available during the Student-Led Conferences, but the main goal of the conference is for students to lead a discussion regarding their school performance with their parents. The conferences will be held at the school and each student will be assigned a time to review their portfolio with their parent(s). The conference must take place at the school and all efforts should be made to attend during the assigned time. Students are required to participate in the Student-Led Conference.

STUDY HALL

Study hall should be a quiet place to study. Students should bring sufficient material to work on for the entire period. Study hall supervisors will sign handbook passes for the following reasons; restrooms, guidance counselor, office, locker, library, and pop pass. Remembering that the study hall should be a quiet place to study, students may be allowed to work together in groups with the permission of the study hall teacher. No sleeping is allowed in study hall. Games such as cards, chess, checkers, etc. also will not be allowed.

SCHOLASTIC REPORT (Down/Failing List)

At the start of the 2nd week of each quarter, an academic down/failing list will be published to all 7-12 teachers listing the students who are deemed to be down and/or failing in any class and letters will be sent home to parents notifying them of the down/failing grades. A weekly down/failing list will be published the remainder of the quarter at the start of each week and letters will be sent to parents of those students on the down/failing list each week. Report of Averages: Each teacher in grades 7-12 shall submit to the principal, the name of any student that has a failing average in his/her class. The name(s) shall be submitted by 10:00 a.m. each Monday or the first day of school for the week. Teachers are required to record a minimum of 2 grades per week.

CHEATING AND PLAGIARISM

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework.
- Working with others on projects that are meant to be done

individually.

- Looking at or copying another student's test or quiz answers.
- Allowing another student to look at or copy answers from your test or quiz.
- Using any other method to get or give test and quiz answers.
- Taking another test or quiz in part or in whole to use or to give others.
- Copying information from a source without proper attribution.
- Taking papers from other students, publication, or the Internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors.

Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

ATTENDANCE

ATTENDANCE

Going to school is considered a full time job for all students. It is true that students do not get paid with currency to attend school but the payment in the end will far outweigh a few dollars now. Students attending school will not only learn information valuable to them in the future but they will also learn the importance of having regular attendance and promptness at school each day. It is the belief of Elgin Public School that regular school attendance is not only required by state law, but is also in the best interest of the student as it relates to future job and enrichment opportunities. School attendance is directly related to student performance and a positive educational experience. All students, no matter what school they are enrolled in, that are attending classes through Elgin Public Schools will be required to follow the Elgin Public Schools attendance policy if they wish to receive full credit.

Today most employers are very interested in the school attendance records of job candidates. Poor school attendance is predictive of poor job attendance and is also a sign of unreliability in general.

ABSENTEEISM

Attendance will be kept per period for each student. Students that surpass seven (7) total absences (excused or unexcused) per semester in any class may not receive credit for that class regardless of their academic average. Notice of attendance will be mailed to the parents after the fifth (5) absence from school during a semester. Any student that is absent from a class more than seven (7) times during a semester must appeal to the administration for credit upon the eighth absence. Additionally, students who surpass 20 total absences (excused or unexcused) per year will be reported to the Antelope County Attorney as per Nebraska Education Law.

Absences from School – Definitions

An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

Excused Absence

Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval.

Student absences approved by the principal shall be excused absences. These absences include, but are not limited to: illness, family emergencies, funerals of immediate family members, appointments that cannot be scheduled outside the school day, court appearances that are required by a court order, school sponsored or approved activities, family trips in which student accompanies parent(s)/legal guardian(s), and other absences, which have received prior approval from the Principal.

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

Students whose absences are approved shall make up the work missed and receive full credit for the missed school work. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

It shall be the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

CREDIT APPEAL PROCESS

It is the student's responsibility to complete the credit appeal process. The student should deliver the appeal form to each classroom teacher to make a recommendation to the Administration as to whether credit should be denied or allowed. A due date will be set by administration. If the student does not complete the credit appeal by the specified due date, credit will not be awarded. Loss of credit in a class will be handled as a failing grade. . Furthermore Administration may require students with excessive absences to make-up time prior to granting credit to the student. Single or multiple classes

of credit loss will affect eligibility as does a failing grade. Any teacher or student that disagrees with the decision made by the Administration may appeal to the School Board for a second review.

MAKE UP WORK

Students who miss class will be expected to turn in all make up work on the following schedule unless other arrangements have been made with the teacher and/or administration:

- In the case of one (1) to three (3) consecutive absence(s), all work is due on the third school day following the last absence.
 - o For example, a student who is absent Monday and Tuesday has a due date of Friday for their work.
- In the case of four (4) or more consecutive absences, all work is due on the fifth school day following the last absence.

Credit for make-up work for an absence determined to be unexcused by the administration, will be at the discretion of the teacher.

HOMEWORK POLICY (Grades 4-12)

All students are required to have homework completed for each class period. Students who fail to have homework completed will automatically lose 25% on that assignment and will be required to attend after school study hall **that day** in the designated room from 3:45- 4:30. Students will not be excused from the after school study hall except in case of a doctor, dentist, or court appointment. Students cannot use their after school job or school as an excuse. Students who ride the bus will have to make their own arrangements on getting a ride home. In the case of a doctor, dental, or court appointment, the student will then have to attend study hall after school the next school day. Students who skip an after school study hall will be required to stay one hour after school on Friday or the last day of the week for each study hall they skipped. Students who choose to skip this hour will be put in an in-school suspension the next day of school. Special circumstances will be left to the discretion of the Principal.

Also: Students who are failing a subject are expected to attend after school study hall from 3:45-4:30 for two days of their choosing that week. Students who are failing a subject will need to meet with the Principal during study hall or lunch period on Monday to decide which days they are attending. Special circumstances will be left to the discretion of the Principal.

TARDINESS

It is important that our students understand the value of being punctual in order to function in today's society. Students not in class at the beginning of each period will be considered tardy unless they have a pass that validates their lateness. Tardies will be recorded as a total for classes per semester. Students will be assigned one detention for three tardies reported and again for six tardies reported. Example: six tardies will be two detentions. Students surpassing (7) seven tardies to school will be assigned one day of make-up

time on the eighth (8) tardy to school. Students that continue to be tardy to school will be assigned additional days of make-up time for every three tardies. Example—on the 11th tardy one day will be added and on the 14th tardy another day will be added. No credit will be granted until all make-up time has been completed.

MAKE UP SLIPS

Make up slips may be deemed necessary by administration. All make-up slips must be signed by the principal on the day it is due. Failure to do so may result in a loss of privileges for that student that will include loss of pop pass privilege and the student may be required to serve a detention every day after school until 4:15 p.m. until it is completed and signed.

PLANNED ABSENCE

If you know in advance that you are going to be absent from school, please have your parent/guardian notify the school in writing. Every attempt should be made for the student to obtain and make up assignments in advance.

NOTE: It should be understood that when a student returns to school during the school day they should check in with office. Students returning to school without checking in will not be considered in attendance until this is done.

PERMIT TO LEAVE THE BUILDING

Permission to leave the building must be obtained from the Principal or the Superintendent. The permission must be obtained in advance of the time necessary to leave. The student will be required to have permission from their parent/guardian either through a phone call or a written note in order to obtain the permit to leave the building. The student must sign in and out in the main office.

CLOSED CAMPUS

Students are not permitted to leave the school grounds at any time during the school day without permission from the office. If you must leave school because of illness or other emergency, you must check out at the office and your parents or emergency contact must be notified before you leave. You must also check in at the office upon your return to school.

COLLEGE VISITATION

Students who wish to visit colleges or other institutions of high learning are limited to three visitations taken during the school day. Written authorization from the parent or guardian is necessary before the student will be excused. Normally, college visitations are for seniors only. However, if it is necessary for a junior to visit a college, the visitation will be counted as one of the total of three days allowed. All visitations must be scheduled through the counselor's office to be considered as a college visit and not count as an absent day. Parents of students using college visits will be required to attend the college

visits with the students on two of the visits taken. Students will be allowed one college visit of the three without being accompanied by a parent. Any additional visit without a parent present will result in the student being counted absent from school.

STUDENT RECORDS

Students should remember that they develop their school record throughout their high school career. Once the school record has been developed, it cannot be changed. They should also know that when securing employment, entering armed forces, studying at a university or college, the records follow. A good high school record cannot be over emphasized. An excellent record in grades, attendance, punctuality, and citizenship should be every student's goal.

STUDENT BEHAVIOR

DISCIPLINE

Rules provide rights and define responsibilities. As members of the school community, students have full protection of due process. In recognition of this belief and to avoid unfair disciplinary action, the school has developed specific guidelines for student behavior. In creating them, care was given to the educative function of the school as well as to the legal requirements that charge school personnel with the protection and care of students at school.

When rules are broken, the school is interested in more than simple discipline. The goal of the school is to develop positive, constructive student behavior. Discipline is administered with the goal of changing behavior, not merely to punish. Preventive and remedial help is sought for students with behavior problems. The counselor and social workers are enlisted to turn students from negative behavior. However, when all other approaches fail or administration deems it necessary, the school will suspend students who are interfering with the education of other students or with the general operation of the school.

The scope of student rules of behavior includes conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for school purposes or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school sponsored activity or athletic event. These rules for student behavior are fair and developmentally appropriate. The purpose of either in school or out of school suspension is threefold.

1. It causes a close school-home contact, providing the opportunity for parents and administrators to review the situation together.
2. It separates a student from friends and social activities.
3. It protects the rights of other students for an education.

The goal is to gain rehabilitation by a combination of reward and punishment and to make known the social consequences of bad behavior.

In dealing with problems for which suspension is a disciplinary action, the school administration may at any time take a lesser summary action, such as reprimand, detentions, or restricted study, based on the severity and/or frequency of the problem. A student who is seldom disruptive in the classroom may receive a lesser punishment than the student who has been referred frequently for the same offense. In this way, it is possible to allow for administrative discretion without altering the basic principles of uniform and impartial disciplinary action.

At the beginning of the school year or upon enrollment, each student is given a copy of existing state and school board policies concerning student rights, responsibilities, and due process.

You must remember that you are responsible for your own actions. If your actions are in violation of the school guidelines, you will have to accept the consequences.

DRUG AND ALCOHOL POLICY

Students shall not engage in the unlawful use, possession, selling or dispensing of a controlled substance or an imitation controlled substance, as defined by Nebraska law, a substance represented to be a controlled substance, or alcoholic liquor as defined by Nebraska law and shall not be under the influence of a controlled substance or alcoholic liquor. The possession and/or use of alcohol, drugs, tobacco, or non-medically-prescribed controlled substances (as defined by State Law) is forbidden on the school grounds, in the building, at school functions, at home or away activities, or in transit.

No student shall be at, or remain at the site of any party, or be in any vehicle, residence or other building where any minor is using or possessing an alcoholic beverage or illegal drug.

The school has the right to investigate upon reasonable cause. It will be considered a violation upon being ticketed for an alcohol or drug related offense, self reporting, or if the investigation determines a violation occurs. Consequences incur when administration determines a violation occurs. The Alcohol and Drug Policy remains in effect throughout the entire school year and including the summer months.

Note:

- An activity shall be considered an extra-curricular activity or NSAA sanctioned activity including, but not limited to: volleyball, football, basketball, wrestling, track, golf, dance, speech, academic events, FFA, EHCC, drama, fine arts, or junior east coast trip. Activities not

included shall be academic or activity banquets, graduation, or prom.

- Ineligible students lose eligibility to participate in activities, but may practice, attend meetings, and/or attend events with the team at the coach's/sponsor's discretion.
- The policy shall be totaled from year to year. A new year begins on the first day following the last day of school.
- "In-season" is defined as within the current activity season as defined by the NSAA or when formal practices or activities have begun with the exception of Fall activities which begin on the first day following the last day of school. The summer is considered part of the Fall season. A season extending past the next season's start date is not considered complete until the final contest is completed.
- "Out-of-season" is defined as not being within a current activity season. Students completing hours need to do so prior to the start date of the following season or "in-season" consequences shall be enforced in full.

DISCIPLINARY ACTION

First Offense:

- A. The student shall be ineligible for the remainder of the school year, if the offense occurs in the summer it shall carry over to the upcoming school year:
 - a. Student Council
 - b. Class Officer
 - c. Homecoming Royalty, including participation in all coronation activities

- B. The student shall be ineligible for the remainder of their school career:
 - a. National Honor Society
- C. An "out-of-season" student shall serve 25 hours of service to the school. Hours are to be served within a time period determined by administration or further consequences may be enforced. If a student self reports within 72 hours, the number of hours shall be reduced from 25 to 15.
- D. An "in-season" student shall be ineligible in all activities for 21 calendar days beginning on the next occurring contest date. The student shall not be allowed to letter or receive team awards (awards given out by the coach or players).

If a student self reports within 72 hours, the number of days shall be reduced from 21 to 14 and not to exceed 50% of the events of an activity as defined by administration. The student may become

eligible to letter and/or receive team awards as determined by coaches and administration.

Second Offense:

1. The student will be ineligible for the following activities for one additional school year:
 - a. Student Council
 - b. Class Officer
 - c. Homecoming Royalty, including participation in all coronation activities
2. The student shall serve an additional 25 hours of service to the school.
3. A student involved in activities shall receive double the ineligibility period listed under a first offense in addition to prior consequences.

Third and Subsequent Offenses:

1. The student will be ineligible for the following activities for remainder of their high school career:
 - a. Student Council
 - b. Class Officer
 - c. Homecoming Royalty, including participation in all coronation activities
2. The student shall serve an additional 25 hours of service to the school.
3. A student shall be ineligible for the remainder of the school year in all activities in addition to prior consequences. Additional school years of ineligibility may be added by administration per subsequent offenses.

BLANKET AUTHORITY

The Elgin Public School Board, in adopting this Drug and Alcohol Policy, realizes that the foregoing may not extend to any and all situations where a student of Elgin Public Schools may be involved with drugs and alcohol. For this reason, the Elgin Public School Board hereby directs and authorizes the principal to take such other and further actions as may be necessary in any given event to discipline any Elgin Public School student who may be involved in a violation of the intent and spirit of this policy, notwithstanding such violation may not specifically be set forth herein.

CRIMINAL ACTS

Students being charged for criminal acts other than those related to traffic violations may be held accountable under the rules of conduct pertaining to activities at Elgin Public School. Consequences for criminal acts will be determined by the severity and circumstances of the violation.

ALCOHOL, TOBACCO AND DRUGS ON SCHOOL GROUNDS

Students are not permitted to use or possess tobacco (this includes electronic smoking devices), alcoholic beverages or illegal drugs anywhere at any time in school, on school grounds, or at a school activity.

The school board has ruled that violation by students in any school building or other school property including buses and any event or activity under school supervision either at school or out of town is cause for suspension or expulsion.

Law enforcement officers, possibly including a drug dog, may be invited onto campus with or without cause.

EMERGENCY EXCLUSION

When a school representative excludes a student from school, the student and student's parent(s) or guardian(s) shall be provided an opportunity for a hearing to discuss the disciplinary action taken. If the disciplinary action is intended to be a long-term suspension or expulsion, the hearing procedure for long-term suspension and expulsion shall apply. If the disciplinary action is intended to be a short-term suspension, the hearing procedure for short-term suspension shall apply.

STUDENT RIGHTS

The statute provides for 4 types of exclusions:

1. Short Term: Up to (and including) 5 days.
 2. Emergency: Immediate exclusion if the student has a dangerous disease, or her/his conduct presents a threat to the physical safety of the school community, or is very disruptive.
 3. Long Term: More than 5 days, less than 20.
 4. Expulsion: Remainder of semester
-
1. Short Term - Up to and including 5 days.
 - A. The principal must make an investigation.
 - B. The principal may suspend after he/she determines it is necessary to help the student, or to prevent interference with school purposes.
 - C. The student must be given oral or written notice of charges, an explanation of the evidence against her/him, and an opportunity to present her/his version.
 - D. Within 24 hours (or such time as is reasonably necessary) following suspension, the principal must:
 1. Make an effort to speak with parents by phone or personal conversation.
 2. Send a written statement to the student and student's parents or guardian describing the student's conduct or violation of rule.
 3. Give reason for the action taken.

2. Procedure for Emergency Exclusion:
 - A. Exclusion may not last longer than necessary to avoid the threats of the emergency.
 - B. If longer than 5 days, there must be substantial compliance with the procedures provided for long- term exclusion (listed below),

3. Long-Term, Expulsion and Mandatory Reassignment:
 - A. The following behavior may constitute grounds for these types of exclusions:
 1. Use of violence, force, coercion, or threat causing substantial interference with school purposes.
 2. Stealing or attempting to steal or willfully causing or attempting to cause damage to property (private or school) of substantial value.
 3. Causing or attempting to cause personal injury to any student, school employee, or school volunteer.
 4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.
 5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
 6. Engaging in the selling, using, possessing, or dispensing of alcohol, tobacco, narcotics, drugs, a controlled substance, inhalants, or being under the influence of any of the above; possession of drug paraphernalia; or engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-402 of the Nebraska statutes.
 7. Public indecency as defined in Nebraska statute 28-806.
 8. Sexually assaulting or attempting to sexually assault any person.
 9. Cheating or plagiarizing.
 10. Engaging in any other activity forbidden by law that interferes with school purposes.
 11. Repeated violation of rules and regulations that causes a substantial interference with school purposes.

In addition a student may be suspended, expelled, or mandatorily reassigned for sexual assault, attempted sexual assault, or any other criminal activity regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

Also, in accordance with Nebraska statute 79-263, Elgin Public School will expel for a period of not less than one year any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm on school grounds, in a vehicle owned, leased, or contracted by a school being used for school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or

athletic event. For purposes of this section, firearm means a firearm as defined in 18 U.S.C. 921. The superintendent or the school board is authorized to modify the expulsion requirement on an individual basis.

- B. The following procedure is required to exclude a student longer than 5 days.
1. A written charge and summary of evidence supporting the charge shall be filed with the superintendent on the date of the decision to exclude.
 2. Within 2 days, written notice to the student, the student's parent(s) or guardian(s), must be sent by Registered Mail, informing them of the rights under the act.
 3. This notice shall include the following:
 - a. Rule violated and summary of evidence
 - b. Penalty which principal has recommended.
 - c. Notice of defendant's right to a hearing.
 - d. Hearing procedures provided by this act and appeal procedures.
 - e. A statement concerning the right to examine all records of the case.
 - f. A statement concerning the right to know the identity of witnesses who will appear, and substance of their testimony.
 - g. The written notice letter shall include a form to the student's parents to request a hearing.

- C. The following preliminary procedure must be followed if a hearing is requested within 5 days of the notice.
1. Superintendent must appoint a hearing examiner.
 2. Hearing examiner must give written notice to principal, student, and student's parents or guardian of the time and place of the hearing.
 - a. Requirements to be a hearing examiner:
 1. has not brought the charges against the student
 2. shall not be a witness at the hearing
 3. has no involvement in the charge: be impartial
 4. must be available to answer any questions relative to the hearing
 5. may be anyone, even a school employee
 3. Hearing must be held within 5 days after the request, but cannot be held without providing the principal, student and student's parents of at least 2 school days notice.
 4. The right to examine the record and written statements (including the statement of any witnesses for the school), prior to the hearing with principal, must be provided to legal counsel, student, student's parents, guardian, or representative.
 5. If no hearing is requested, the punishment goes into effect on the 5th day following notice. A hearing may be held, if requested after 5 days, but no later than 30 calendar days

following receipt of notice; here punishment continues, pending final determination.

D. The following rules apply when a hearing is conducted:

1. The following shall attend the hearing: hearing examiner, the student, her/his representative (if any), the student's parents or guardian, and if necessary, the counsel for the school board.
2. Witnesses may be present only when testifying.
3. Anyone may be excluded by the examiner if they disrupt the proceeding.
4. Student may speak in her/his own behalf and question witnesses; she/he may request not to speak; may be excluded, if necessary, when discussing student's emotional problems.
5. The principal shall present statements to the hearing examiner (in affidavit form) of anyone having information about the student's conduct and the student's records, only if these have been made available to the student, student's parents, guardian or representative prior to the hearing.
6. Hearing officer is not bound by rules of evidence or other courtroom procedure.
7. The following persons may ask persons to testify at the hearing; the student, the student's parents, guardian or representative, the principal, and/or hearing examiner.
8. Testimony shall be under oath; the hearing examiner shall administer the oath.
9. The persons listed in (D,7) above, shall have the right to question any witness giving information at the hearing.
10. Any person giving testimony is given the same immunity from liability as a person testifying in a courtroom case.
11. The proceeding shall be recorded at the expense of the school district.
12. If more than one student is charged with violation of the same rule and acted in concert, a single hearing may be held, unless student interests may be substantially prejudiced, as determined by the hearing examiner.

E. Report of the Hearing Examiner:

1. Report shall include hearing examiner's recommendation and the reasons for the decision.
2. The report shall be reviewed by the superintendent who may change, revoke, or impose the sanctions recommended. In no case may the superintendent's changes be more severe than the examiner's recommendations.
3. Written notice of the recommendations by the examiner and superintendent shall be sent by registered mail or personal delivery to the student, the student's parents or guardian.
4. Upon receipt of the written notice, the determined

recommendations shall take effect.

F. The record and the appeal.

1. The record shall consist of the charge, the notice, the evidence presented and the hearing examiner's findings and recommendations.
2. On appeal to a court, the record shall also consist of any additional evidence taken and any additional action taken in the case.
3. An appeal to the school board may be made within 14 days by the student, the student's parents or guardian, by a written request, filed with the Secretary of the Board or the superintendent.
4. Hearing of the School Board
 - a. At least 3 board members must be present
 - b. Must be held on or before the next regular board meeting.
 - c. The appeal shall be made on the record, but new evidence may be admitted to avoid substantial unfairness. The new evidence shall be a part of the record.
 - d. When the school board deliberates, it may reopen hearings to receive evidence subject to the right of all parties to be present.
 - e. The school board may alter the superintendent's recommendations, but may never impose more severe sanctions.
 - f. Final determination of the board shall be personally delivered or sent by registered mail to the student and her/his parents or guardian.
 - g. Appeal of the decision of the school board is to the district court of the county where the action is taken. Appeal must be made within 30 days after service of the final decision of the school board.

ACTIVITIES

Membership and participation in extra-curricular and co-curricular activities can have a very positive effect in the development of constructive attitudes for future citizenship. The school has a significant interest in teaching students to behave responsibly and appropriately. Consequently, participation in any extra-curricular or co-curricular activity is dependent upon the adherence to the school's policies, procedures, and rules. The school will work with the student, parents and other agencies in assisting the student to correct behavior that is deemed inappropriate. The terms and conditions of this policy are for each academic year.

PHILOSOPHY

The activities available at Elgin High School are offered for the benefit of students. They are privileges; not considered constitutional rights. Through participation in these activities, it is hoped that many of the ideals and values of each program will carry over into students' lives. Respect for yourselves, opponents, school, and community are of the utmost importance.

PURPOSE

The purpose of the activity program is:

1. To improve the image of activities and the students involved.
2. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
 - a. Physical, mental, and emotional growth and development.
 - b. Acquisition and development of special skills in activities of each student's choice.
 - c. Team play with the development of such commitments as loyalty, cooperation, fair play, and other desirable social traits.

RESPONSIBILITIES

Through voluntary participation, the student gives time, energy, and loyalty to the program. He/she accepts the training rules, regulations, and responsibilities that are unique to an activity program. In order to contribute to the welfare of the group, the student must willingly assume these obligations as the role demands and must make sacrifices not required of others.

RESPONSIBILITY TO YOURSELF:

A student participating in a school activity is someone special and therefore certain responsibilities must be maintained. When you as a student, volunteer to participate, you are involved because you want to gain something from the participation. You owe it to yourself to always do the best you possibly can in view of your ability.

RESPONSIBILITIES TO THE SCHOOL:

As a participant, you are representing your school and your community. You are in the spotlight of activity. Therefore you should conduct yourself accordingly, as one poor action can cause condemnation for the entire group

and school. You will cause your school and community to be proud of you by your attitude, devotion and performance.

ACADEMIC AND ATTENDANCE REQUIREMENTS

In order to be eligible to participate in a particular performance, contest, program, trip, or activity, each student must meet the following requirements.

Requirement A:

A student missing class to participate in any extra-curricular or co-curricular activity should make arrangements with the teacher(s) involved. If possible, the assignments should be done in advance of the student's departure for the activity. (The intent is to encourage students to obtain their assignments in advance of being absent and to provide the opportunity for them to complete work prior to the absence, but not a condition for participation in the extra/co-curricular event.)

Requirement B:

If a student is not in attendance, he/she may not practice or participate in a game, concert or other activity unless the absence has been previously cleared by administration. A student must be in attendance at the start of fifth period for the remainder of the day to be eligible to practice unless previously cleared with administration. A student must be in attendance the full day to be eligible to participate that night in a game, concert, or other activity that night unless previously cleared by administration.

Requirement C:

On the first day of the start of the 3rd week of each quarter, an academic down/failing list is published and given to all 7-12 teachers. The down and failing list is updated weekly. The following process will be used to determine ineligibility for participation in extra-curricular or co-curricular activities because of failing grades reported for the down/failing list:

1. Academic Probation: The student is failing one or more classes at the time grades were published. The student is notified of the class (es) and grade(s) in which he or she currently has a failing average. The student is eligible.
2. Academic Ineligibility: The student has failed the same class for the second consecutive week. The student is ineligible for participation in any extra-curricular or co-curricular activities for that week, and any consecutive week following until the student has a passing average in all class. The parents of the students will be notified as stated in step 4.

3. Student Notification: A student that has reached Academic Ineligibility shall be notified by the Principal. A week of ineligibility shall be from Monday at 10:00 a.m. until the following Monday at 10:00 a.m.

4. Parent Notification: The Principal shall also notify the parents of the student of the ineligible status and the sponsor of any activity in which the student participated.

Requirement D:

If a student has one or more failing grades at the end of the first, second or third quarter or at the end of the first semester, that student will be ineligible to participate in extra-curricular activities until the student proves their eligibility. Grades will be reported in the third week of the quarter, and if a student is not failing a class, they would then be eligible. If a student is still failing in any subject, they would remain ineligible until they are passing all classes.

Requirement E:

A student must meet the eligibility requirements of the Nebraska State Activities Association (NSAA) listed below:

1. Student must be an undergraduate.
2. Student must be enrolled in at least 20 hours per week and regular in attendance.
3. Student must be enrolled in some high school on or before the 11th school day of the current year.
4. Student is ineligible if 19 years of age before August 1 of the current school year.
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school attendance.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received 20 semester hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for the remainder of the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student shall be ineligible for 90 school days to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain

their domicile. (Check with the school administrator for an interpretation of rule if the school district where parents reside has no high school or if there are two or more high schools in a district.)

12. A student is ineligible for 90 school days if his/her parents have changed their domicile to another school district and the student has remained in former school, which is in a different school district. (Exception: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two or more years, the student is eligible for that school year in the school district from which the parents move.)
13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Board of Control for their review and a ruling.
14. A student shall not participate in a contest under an assumed name.
15. A student must maintain his/her amateur status.

Definitions: A student must have received credit in four major courses in the previous semester. A "major course" earns five credits per semester. The "previous semester" means that semester immediately preceding the semester in which the student wishes to participate in activities.

ACTIVITY LETTERING MINIMUM REQUIREMENTS FOR COOPERATIVE SPORTS:

- Actual lettering requirements are to be determined by the head coach, the below listed requirements are merely minimum requirements. Please consult the head coach for more detailed requirements.
- Any student found in violation of the Drug and Alcohol Policy while in-season may forfeit eligibility of lettering in the sport.
- An athlete must complete the season as a part of the program to receive a letter.
- The head coach will make known the final lettering requirements prior to the season.

Football

The athlete must participate in 16 quarters during the season, a senior who has participated at least three years, and/or at the coach's discretion.

Volleyball

The athlete must participate in one half the sets during the season, a senior who has participated all four years, and/or at the coach's discretion.

Girls and Boys Basketball

The athlete must participate in one fourth of all quarters played during the season, a senior who has participated all four years, a student manager for two or more years, and/or at the discretion of the coach.

Wrestling

Be considered a varsity wrestler by earning their spot on the team, and/or place in the top 4 at a major invitational (8 teams or more), and/or score a minimum of 50 team points in the season, and/or be a student manager for at least 2 years. A wrestler may also letter or have their letter revoked under extenuating circumstances at the discretion of the coach.

Track

The athlete must place in the top six in at least one event at one meet during the season, be the team's top finisher in an event at 50% of meets, and/or at the coach's discretion.

Golf

The athlete must be a varsity player in two or more meets, medal in one major meet, and/or at the coach's discretion.

SCHOOL TERM:

The school term is defined as the period commencing on the first day of fall sports practice through the last day of spring sports practice, events or attendance at school for a given year will include the Nebraska State High School Track and Golf Meets, if the Meets should be held following the last day of school at the Elgin Public Schools.

SUSPENSION:

Students that are suspended are still expected to be in attendance at the events in which they are suspended from and contribute to the activity, contest, or program in any way that they can. Students are expected to practice during suspension. Students that violate these rules that have graduated or that have completed their involvement in activities, will be subject to loss of honors as determined by the coach or sponsor.

IMPLEMENTATION:

Any suspension will take place after notification to the student and parent/guardian by the administration.

Any student that chooses Option B as a form of restitution will be required to have the parent/guardian, student, and administrator conference. There will be no exceptions to this.

GENERAL INFORMATION

AUTHORITY

Students should fully understand that any employee of the school has the authority to correct misconduct at any time including substitute teachers. It is

conceivable that a staff member might assign a detention to a student not in his/her class.

VISITORS

The school policy is to accept only those visitors who have legitimate business at school. Guest and visitors must check in at the office. Students wishing to bring a guest to school must obtain prior approval from the office.

STUDENT INSURANCE

Elgin Public School does not supply insurance on students. We require students to have insurance to participate in athletics. School insurance will be made available for students to purchase. Although the school makes the program available, the school receives no financial benefit. The school makes the program available as a service to the students only and has no involvement in the administration of the insurance program.

MEDICATION

If possible, all medications should be administered at home. On those occasions when it is necessary for a student to take medication at school, we must have a written request from parents and a physician's prescription and consent for school personnel to administer the medication. The medication must be in the same container and form in which it was prescribed and we will not administer medications that exceed the recommended maximum under the Physician's Desk Reference. Finally, it is the student's responsibility to come in at the right time to take the medication. Students who need to carry an inhaler on their person must provide a doctor's prescription/consent to be kept on file in the main/nurses office.

BULLETIN BOARD NOTICES

The administrative office must clear any item that is to be posted on the bulletin board.

COMPLAINT PROCEDURES

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are as below:

Step 1 – Have a scheduled conference with the staff person involved in the complaint matter.

Step 2 – Appeal to the Principal if the matter is not resolved in Step 1.

Step 3 – Appeal to the Superintendent if the matter is still unresolved at Step 2.

Step 4 – Appeal to the Board of Education if the matter is still unresolved at Step 3.

Reference Board Policy 403.05

ELECTRONIC DEVICES

Elgin Public Schools acknowledges that students possess and frequently utilize electronic devices. If a student has a need to bring an electronic device onto

school grounds during the school day, it shall be turned off and kept out of sight. Use of all such devices shall be prior to the warning bell and after the student's last class has dismissed for the day, unless the student has received approval from a staff member or administration. Electronic devices shall be defined as any cell phone, device that takes photos or plays music.

The use of electronic devices during all school activities (practices/competitions) will be prohibited unless the student has been given approval from the sponsor, supervisor or administrator. Students must keep electronic devices stored away during activities until they are no longer under school supervision. The school takes no responsibility for the safety of electronic devices brought to school or school activities. Use of any electronic device where there is an expectation of privacy is prohibited. That shall include locker rooms and/or any other changing room. Any student found to be in violation of this policy shall be subject to disciplinary action as deemed appropriate by the administration and confiscation of the electronic device.

APPROPRIATE DRESS

We believe that the educational climate of the school is directly affected by students' appearance. For this reason the following guidelines have been established:

1. No hats or other types of headgear are to be worn at school except for a medical or religious purpose.
2. No chains or other accessories that could be construed to be weapons will be permitted at school.
3. Shirts designed to show a bare midriff are not allowed and shirts must be worn at the waist or below. No mesh or otherwise see-through clothing is permitted unless there is solid clothing worn underneath.
4. Any tank top must have a strap on each shoulder at least two inches wide, unless it is covered by another shirt. Shirts with no straps or any low cut shirt in the front or back are not allowed.
5. No sleeveless shirts with ripped or otherwise overly large armpit holes will be allowed without an undershirt worn underneath.
6. Shorts and pants must be worn at the waist and must be an appropriate length. Shorts and skirts must extend to mid-thigh or below.
7. Undergarments should not be seen at any time.
8. Any clothing that has paintings, patches, pictures, decals, symbols, or lettering that, in the judgment of the classroom teacher or the building principal, may be disruptive or offensive in the classroom will not be allowed.
9. Clothing that promotes or advertises in some way alcohol, illegal drugs, tobacco, and/or anti-social behavior is prohibited.
10. Practice dress for activities must be in agreement with the dress code or be as long as our varsity uniform to be worn.

The same standards of dress extend to Commencement and other banquet activities. In addition, seniors at Commencement exercises will wear caps and gowns. Dress shirts and trousers are appropriate dress for males, and dress or skirt and blouse are appropriate for females. Footwear should be appropriate so as to add to the proper dignity of the occasion. No tennis shoes or “flip flop” type shoes will be worn to graduation or prom. While styles and fads may change over the course of time, the administration reserves the right to use discretionary judgment in cases of student dress that could be considered immoral, immodest, or in any way distracting or offensive to students, teachers, or staff.

IMPROPER LANGUAGE

The use of profane and obscene language or the drawing and writing of obscenities will not be tolerated. Students shall face strict disciplinary action when violating this policy.

SUPERVISION

All students need to be supervised when in the school buildings by a faculty member during the school day and by an adult or faculty member anytime they are in school buildings outside of the school day.

PLAYGROUND USAGE

The playground will be supervised during school hours only. Students who choose to use the playground prior to school, after being dismissed from school, or on non-school days will not be supervised by school employees nor will the school take responsibility for supervision. The playground will be closed until 4:00 PM on regular school days.

BUS TRANSPORTATION

Buses will arrive at school each morning by 8:00 a.m. and leave for the afternoon route at approximately 3:50 p.m. During the time students are on the buses, whether it is an activity bus or a route bus, they are required to conduct themselves as they would at any other phase of the education program. We expect students to behave in an appropriate manner while riding the school buses and vans. Riding the bus is a privilege.

The following is a list of behaviors that will not be tolerated on school buses:

1. Moving about the bus while it is in motion.
2. Profane or obscene language or actions.
3. Throwing of objects.
4. Failure to sit in an assigned seat at the request of the driver.
5. Excessive noises that distract the bus driver.

6. Carrying on or having in possession water balloons, knives, razor blades, etc.
7. Eating sunflower seeds, drinking pop, chewing gum or use of tobacco on the bus.
8. Defacing or damaging the bus inside or out.
9. Fighting or intentionally provoking fights in or around the bus.
10. Placing any part of your body or any articles out of the windows.
11. Any other serious disruptive action.

If a student is judged by his/her bus driver to have violated one of the above mentioned behaviors, the student MAY be suspended from “bus riding privileges” for a period of one (1) to three (3) days. A letter will be sent to the parents or guardians informing them of their child’s behavior and outlining the consequences of a repeated violation, and the student’s right to a hearing before the principal.

CAMPUS SECURITY CAMERAS

A surveillance system has been installed at Elgin Public Schools for the purpose of enhancing school safety and security. Be assured that our security camera system is installed in public areas only. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy, such as restrooms and locker rooms.

BUS SECURITY CAMERAS

The Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

TELEPHONE

Students will be allowed to make and receive phone calls during study hall and lunchtime. Students should check with the office for permission to use the phone. The office will attempt to deliver all messages left for students. Students will be called from class for phone calls only when absolutely necessary. Leaving class to use the phone is loss of instructional time and will be discouraged.

LUNCH/BREAKFAST PROGRAM

Nutritious meals are served every school day. The Board sets prices for breakfast and lunches annually. All students eating lunch or breakfast (either their own or from the school) will do so in the lunchroom.

LOCKERS

Lockers will be assigned to students in grades 7-12. The care of the locker is the responsibility of each student. Each student will occupy only one locker and the locker should be closed and locked when not being used. Please do not bring money or valuable items to school, the school is not responsible for lost/stolen/ or damaged items including that which may be lost in the boys and girls locker rooms. Any abuse or misuse of the locker will result in the loss of the privilege to use the locker for that student. The lockers remain the property of the Elgin Public Schools and the school reserves the right to have periodic, random locker inspections and to inspect lockers at any and all times.

BOOK USAGE

It is expected that all textbook books be covered. From time to time the school does have covers available for students. If these are not available, the student will need to construct his or her own from material at school or from home. Textbooks are issued to students in good faith that they will use them and return them in the same condition that they are checked out. Students will be required to pay the complete cost for any book that has been mistreated and is damaged beyond normal wear and tear. This payment will also apply to lost books and materials.

STUDENT DRIVING/PARKING

All students driving or riding vehicles to school will not operate vehicles during the school hours or lunch hour, nor loiter around the vehicles unless special permission has been granted by the Administration. The student vehicle is to be parked in the areas provided south and west of the gymnasium or the parking lot west of the high school building when the student arrives at school and remain parked until leaving after school. The north parking lot will be used only during special circumstances as designated by the principal. A large number of elementary students leave the school area following dismissal of classes. Extreme care is to be followed when leaving the parking areas at this time. This means no spinning of tires, speeding, reckless driving, or excessive noise. A student may be verbally reprimanded by anyone on staff and reported to proper law enforcement authorities for abusing the privilege of driving to school. Students are asked to use good judgment in operating vehicles in the interest of the younger students. It should be understood that students will NOT be allowed to drive during the school day unless they have direct administration approval.

DANCE POLICY

The following rules will be in effect for all dances that may affect high school students of the Elgin High School.

1. Students accompanying dates from outside our school system to the dance must be approved in the office prior to the activity, and the student will be held responsible for the behavior of his/her date.
2. Junior High students will not be allowed to attend High School dances.
3. Once a student is in the building for the dance and later decides to leave, the student will not be allowed to return.

4. The front west doors are the only doors that should be used to enter or leave the dance.
5. Most students should attempt to arrive at the dance within 30 minutes of its starting time. Anyone knowing they cannot, should contact the office for approval to enter at a later time.
6. The school may utilize a breathalyzer or other form of alcohol and/or drug testing device to determine if a student has consumed or has possession of alcohol or any other illegal substances. Any student believed to have consumed or have possession of alcoholic or any other illegal substances will be required to leave the dance with a parent and may be subject to suspension or other disciplinary action as per policy.

EVACUATION PLAN

In the event of a fire, students and staff will be warned through the fire alarm system. Upon hearing the fire alarm, the students should proceed immediately without talking or running from the building. Specific instruction for leaving the building is posted in each room.

In the event that it becomes necessary to evacuate the classrooms because of severe weather, staff and students will be notified by the school phone system and bell system. Intermittent ringing of the bells will signal a severe weather warning. Students should remain quiet and follow the instructions of the teacher. Specific instructions for evacuating the classrooms during severe weather are posted in each classroom.

ACCEPTABLE USE OF COMPUTERS, TECHNOLOGY/INTERNET

The board supports the use of computers, technology and the Internet in the District's instructional program as a resource to educate and inform. The use of these resources shall be consistent with the curriculum adopted by the School District and shall be employed in an appropriate and responsible manner to meet the varied instructional needs, learning styles, abilities and developmental levels of students.

Procedures and Guidelines

The Superintendent shall develop and implement appropriate procedures to provide guidance for computer use and Internet access. Guidelines shall address teacher supervision of computer use, ethical use of electronic media, and the District's ownership and right of administrative review of electronic files and communications. The term "electronic media" includes, but is not limited to, the Internet, e-mail and other technological resources.

The guidelines shall prohibit utilization of networks for inappropriate or illegal activities, the intentional spreading of imbedded messages (viruses) or the use of other programs with the potential of damaging or destroying programs, data or equipment. The guidelines will describe the District's limitation of liability and will establish that the use of computers, technology and the Internet is a privilege, not a right. Violation of the procedure and guidelines

will result in cancellation of those privileges and appropriate disciplinary action.

Technology Protection Measure

The District will implement a technology protection measure that will block or filter Internet access to visual depictions that are obscene, pornographic or of a harmful nature to minors. Operation of this measure will be monitored and enforced during use of computers by minors.

Audit of Use

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. Participation in chat rooms is prohibited without specific prior approval by the system administrator. The Superintendent shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing prohibited materials. The process may include, but not be limited to:

1. Utilizing blocking/filtering software.
2. Turning off the "auto load images" feature of the Internet browser.
3. Using a proxy server to control accessible websites.

Student Use

A written parental permission and agreement form will be required prior to the student being granted access to electronic media involving District technological resources. The form will specify acceptable uses, rules of on-line behavior, access privileges and penalties for procedural violations. It must be signed by the parent or legal guardian of minor students (under age 18) and by the student. This document will be kept on file as a legal, binding document. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

Community Use

On recommendation of the Superintendent, the Board will determine the conditions and limits under which equipment and services will be made available to the community. Upon request to the Building Principal, community members may have access to electronic resources and programs available through the District, provided they attend any required training and abide by the rules of usage established by the Superintendent. A written agreement form will be required for all community members having access to these resources indemnifying the District from claims by community users.

Disregard of Rules

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject

to loss or restriction of the privilege of using computers, technology or the Internet and related resources.

Responsibility for Damages

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damage, or vandalized while under their care.

Responding to Concerns

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

POLICIES REQUIRED BY STATE AND FEDERAL STATUTES

The Elgin Public School Student Fees Policy will be distributed to each student separately.

USDA Non-Discrimination Statement

This explains what to do if you believe you have been treated unfairly. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

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

NOTICE CONCERNING STAFF QUALIFICATION

All of the teaching staff at Elgin Public School are highly qualified. The No Child Left Behind Act of 2001 give parents/guardians the right to get information about the professional qualifications of their child's classroom teacher(s) upon request.

STUDENT PRIVACY PROTECTION POLICY

It is the policy of the Elgin Public School to develop and implement policies which protect the privacy of students in accordance with applicable laws.

NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed

concerning the decision about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are made to the Superintendent.)
11. File a local grievance.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
3. The right of consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the

requirements of FERPA.

HOMELESS CHILDREN AND YOUTH POLICY

Elgin Public School is committed to educating all students residing in the district. This policy describes the role of Elgin Public School in educating homeless children and youth who currently reside within the district and/or those who shall take up residence in the district. This school will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities to succeed in our schools. They will be given a full opportunity to meet state and local academic achievement standards, and will be included in state and district assessments and accountability systems. Elgin Public School will also ensure that such children and youth are free from discrimination, segregation, and harassment.

When educating homeless children and youth, the following criteria will be followed:

- Students defined in state law as homeless children shall be admitted without payment of tuition.
- Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.
- Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the selected school regardless of residency.
 - *All homeless children and youth are automatically eligible for free meals.
 - *All homeless children and youth are automatically eligible for Title 1 services.
- Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.
- If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child.

Information regarding this policy will be available to all patrons of the district. School personnel will also inform parents of all educational and related opportunities available to their children and provide parents with meaningful opportunities to participate in their children's education. All parent information required by any provision of this policy must be provided in a form, manner, and language understandable to each parent.

This policy is written in accordance with the laws of the state of Nebraska (NE statute 79-215) and also follows the requirements of federal law, the McKinney-Vento Homeless Assistance Act. (42U.S. C 11431 and 11432)

STUDENT DIRECTORY INFORMATION

Student directory information is designed to be used internally within the school district. Directory information will include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and possibly weight of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, and other similar information. Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students. It shall be the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION

Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), Elgin Public School shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school student's names, addresses, and telephone listings. A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

Elgin Public School shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to

assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The superintendent will appoint an investigator and alternate investigator of opposite sexes. The investigator will pass the findings on to the superintendent who will complete any further investigations as deemed necessary and take appropriate final action. The names of the investigators shall be listed in the student handbook, published annually in the local newspaper and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy and for organizing employee-training relating to this policy. Procedures shall be reviewed annually for adequacy and accuracy.

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

Definition of Physical Abuse

Physical abuse is non-accidental physical injury to the student as a result of the action of an employee. Injury occurs when evidence of it is still apparent at least twenty-four hours after its occurrence. The following do not constitute physical abuse, and no employee is prohibited from:

1. Using reasonable and necessary force, not designed or intended to cause pain:
 - a. To quell a disturbance or prevent an act that threatens physical harm to any person.
 - b. To obtain possession of a weapon or other dangerous object within a pupil's control.
 - c. For the purposes of self-defense or defense of others as provided for in Neb. Statute 28-1409 and 1410
 - d. For the protection of property as provided for in Neb. Statute 28-1411.
 - e. To remove a disruptive pupil from class, or any area of school premises or from school sponsored activities off school premises.
 - f. To prevent a student from the self-infliction of harm.
 - g. To protect the safety of others.
2. Using incidental, minor, or reasonable physical contact to maintain order and control. In determining the reasonableness of the contact or force used, the following factors shall be considered.
 - a. The nature of the misconduct of the student, if any, precipitating the physical contact by the school employee.
 - b. The size and physical condition of the student.

- c. The means or device used in making the physical contact.
- d. The motivation of the school employee in initiating the physical contact.
- e. The extent of injury to the student resulting from the physical contact.

“Reasonable force” is that force and no more which a reasonable person, in like circumstances, would judge to be necessary to prevent an injury or loss and can include deadly force if it is reasonable to believe that such force is necessary to avoid injury or risk to one’s life or safety or the life or safety of another, or it is reasonable to believe that such a force is necessary to resist a like force or threat.

Definition of Sexual Abuse

Sexual abuse is defined as including sexual acts involving a student, acts that encourage the student to engage in prostitution, inappropriate, intentional sexual behavior or physical manifestations of sexual harassment by the employee toward a student. “Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is made either implicitly or explicitly a term or condition of the student’s education or benefits;
2. Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
3. The conduct has the purpose or effect of substantially interfering with a student’s academic performance by creating an intimidating, hostile or offensive education environment.

Complaint Procedure

An individual who believes he/she has been abused shall notify the principal, who is the designated investigator. The alternate investigator is the school counselor. The investigator may request that the individual complete the Abuse Complaint form. Information received during the investigations shall be kept confidential to the extent possible.

The investigator, with the approval of the superintendent, or the superintendent has the authority to initiate a harassment investigation in the absence of a written complaint. The investigator shall have access to the educational records of the student and access to the student for purposes of interviewing the student about the report.

When abuse is reported, the investigator shall make copies of the report and give a copy to the person filing the report, the students’ parents and the immediate supervisor of the employee named in the report. The employee

named in the report shall not receive a copy of the report until the employee is initially interviewed.

The investigator shall use discretion in handling the information received regarding an investigation of abuse by an employee, and those persons involved in the investigation shall not discuss information regarding the complaint outside the investigation. The entire investigative procedure will be thoroughly explained, including the confidential nature of the proceedings, to the student and other persons involved in the investigation.

The investigator shall notify the parent, guardian or legal custodian of a student of the date and time of the interview and of the right to be present or to see and hear the interview or send a representative in the parent's place. The investigator shall interview the student as soon as possible, but in no case later than five days from the receipt of a report or notice of the allegation of sexual abuse. The investigator may record the interview electronically.

It is the responsibility of the investigator to determine whether it is more likely than not that an incident took place between the employee and the student. If the investigator believes the employee committed a sex act with a student or sexually exploited a student, the investigator shall defer the investigation and immediately notify law enforcement officials, the superintendent, the student's parents and the person filing the report.

The designated investigator shall not interview the school employee named in a report of abuse until after a determination is made that jurisdiction exists, the alleged victim has been interviewed and a determination made that the investigation will not be deferred.

If an investigator determines an incident occurred, while not an illegal sex act with a student or sexual exploitation of a student, but where the employee engaged in inappropriate, intentional sexual behavior, further investigation is warranted. If further investigation is warranted, the investigator may proceed to interview the employee and other individuals who may have knowledge of the circumstances contained in the report, the investigator shall provide notice of the impending interview of student witnesses or the student to their parent, guardian, or legal custodian prior to interviewing those students.

Within five days of receipt of an investigable report, the investigator shall complete an informal investigation. The informal investigation shall consist of interviews with the student, the employee and others who may have knowledge of the alleged incident. If the investigator determines that the allegations in the report are founded and that immediate and professional investigation is necessary, the investigator may defer further investigation and contact appropriate law enforcement officials, the student's parents and the person filing the report.

Within fifteen days of receipt of the report, the investigator shall complete a written investigative report, unless the investigation was temporarily deferred.

The written investigative report shall include:

1. The name, age, address and attendance center of the student named in the report.
2. The name and address of the student's parent or guardian and the name and address of the person filing the report, if different from the student's parent or guardian.
3. The name and work address of the employee named in the report as allegedly responsible for the abuse of the student.
4. An identification of the nature, extent and cause, if known, of any injuries or abuse to the student named in the report.
5. A general review of the investigation.
6. Any actions taken for the protection and safety of the student.
7. A statement that, in the investigator's opinion, the allegations in the report are either:
 - *Unfounded. (It is not likely that an incident, as defined in district rules, took place), or
 - *Founded. (It is likely that an incident took place.)
8. The applicability of exceptions to the investigated incident, or reason for the contact or force used.
9. A statement that, in the investigator's opinion, any physical contact that occurred was:
 - *Appropriate. (Actions invoking a disciplinary process as defined in district rules), or
 - *Inappropriate. (Actions not requiring any disciplinary process.)
10. The disposition or current status of the investigation and recommendations regarding the need for further investigation.
11. A listing of the options available to the parents or guardian of the student to pursue the allegations.

These options include, but are not limited to:

 - *Contacting law enforcement officials.
 - *Contacting private counsel for the purpose of filing a civil suit or complaint.
 - *Filing a complaint with the Nebraska Professional Practices Commission if the employee is a certificated employee.

The investigator shall retain the original and provide a copy of the written investigative report to the school employee named in the report, the employee's supervisor, the superintendent and the student's parent or guardian. The person filing the report, if not the student's parent or guardian, shall be notified only that the investigation has been concluded and of the disposition or anticipated disposition of the case.

If the investigator's report or law enforcement officials conclude the case involved founded physical or sexual abuse by a certificated employee, or the

employee admits the violation, or the employee has surrendered the employee's certificate of license, the investigator shall file a complaint on behalf of the district after obtaining the superintendent's signature with the Nebraska Professional Practices Commission. The investigator shall also arrange for counseling services for the student if the student or student's parents request counseling services. Information of unfounded abuse shall not be kept in the employee's personnel file.

STUDENT CONDUCT

The board believes inappropriate student conduct causes serious disruption to the learning environment, interferes with the rights of others, and threatens the health and safety of students, employees and the public. The Superintendent and staff will develop and implement age-appropriate student codes of conduct to facilitate the educational process.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district. This policy will also apply while on school owned, operated or chartered transportation; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and educational processes of the school district.

Students who violate this policy and the administrative regulations supporting it will be subject to disciplinary measures including, but not limited to, removal from the classroom, detention, suspension, probation and expulsion. The codes of conduct will include measures to prevent or discourage behavior which interferes with the educational program, behavior which disrupts the orderly and efficient operation of the school or the functioning of school activities, behavior which interferes with the maintenance of a learning environment, behavior that is violent or destructive, or behavior which interferes with the rights of other students to pursue their education. Procedures will be available to allow rights of due process for all students.

Every report of alleged violations of student conduct policies that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of an ongoing student conduct investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged violations of student conduct policies.

This disciplinary process is designed to create the expectation that the degree of discipline imposed by the school will be proportionate to the severity of the behavior of the particular student, the previous discipline history of the student and other relevant factors. It will also include parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance appropriate student behavior and academic performance. All student codes of conduct shall be submitted to the board for approval or review.

HARASSMENT AND BULLYING OF STUDENTS

Harassment of students, staff or visitors by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment prohibited by the school district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline, up to, and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, offensive, or hostile learning or work environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse, or unwelcome communication implying sexual motives or intentions;
- pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- unwelcome and offensive public sexual display of affection;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is

designed to embarrass, distress, agitate, disturb or trouble individuals when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or
- creating an intimidating, offensive or hostile learning or work environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical or written harassment or abuse;
- repeated remarks or a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc;
- demeaning jokes, stories, or activities directed at an individual.

The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against an individual because the individual has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against an individual in violation of this policy will be subject to discipline, up to and including, suspension and expulsion.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principal, to develop administrative rules regarding this policy. These rules will be printed and distributed to students and parents in the student handbook. The superintendent shall also be responsible for organizing training programs for student and employees. The training shall include how to recognize harassment and what to do in case an individual is harassed. The employee training will be documented in personnel files to ensure a record of training for each employee.

Forms to report harassment are available in the main office.

SCHOOL PERSONNEL COMPLAINT POLICY

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board consideration, however, the following should be completed:

1. Matters concerning an individual student, teacher, or other employee should first be addressed to the teacher or employee.

2. Unsettled matters regarding teachers or students from (a) above or problems and questions about the elementary center should be addressed to the Principal. Unsettled matters regarding teachers or students from (a) above or problems and questions about the secondary center should be addressed to the principal. Unsettled matters regarding classified staff should be addressed to the superintendent. All complaints shall be submitted on the Elgin Public School's Complaint Form. The complaint shall specify the person(s) involved, the details of the alleged misconduct or the reason for the complaint, and the supportive evidence if any.
3. Unsettled matters regarding certificated employees from (b) above or problems and questions concerning the school district should be directed to the superintendent. Upon receipt of a signed complaint against an employee, the superintendent shall meet privately with the employee to discuss the complaint. The employee may respond to the complaint in writing and have such response attached to the complaint.
4. If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board. To bring a concern regarding an employee, the individual may notify the board president for inclusion on the board agenda of a regularly scheduled board meeting in accordance with board policy.
5. The employee shall be notified in writing of any action to be taken. Before an employee is disciplined or reprimanded by the Board of Education or the Administration, the employee shall be entitled to a hearing to be confronted by the person filing the complaint; he shall have the right to cross-examine and rebut and shall have the right to have a representative present.

**ALCOHOL AND DRUG POLICY
BOARD POLICY RELATIVE TO STANDARDS OF STUDENT CONDUCT
PERTAINING TO THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF
ILLICIT DRUGS OR ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF
THE SCHOOL'S ACTIVITIES.**

It shall be the policy of Antelope County School District No. 18, in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities. This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, or at school sponsored activities off school premises.

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

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

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

It shall be the policy of Antelope County School District No. 18 to review biennially its entire program pertaining to the prevention of the use of illicit drugs and the abuse of alcohol by students and employees to determine the effectiveness of the program and to implement such changes as are proposed by the administration in the program of the District.

It shall be the policy of Antelope County School District No. 18 to require the Superintendent of Schools to keep a statistical report of all violations of the District's policies and programs prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school district's property or as a part of any of the District's activities. The Superintendent shall at least annually provide a report of the Board of Education consisting of at least the following:

1. The date and nature of any incidents of non-compliance with the District's policies pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees.
2. The nature of any sanction carried out against any such person in violation of such policies.
3. A brief description of any treatment, counseling, or rehabilitation that any such individual in violation of any such policy shall have undertaken and whether such undertaking was voluntary or involuntary.

BOARD POLICY RELATIVE TO DRUG AND ALCOHOL EDUCATION AND PREVENTION PROGRAM OF THE DISTRICT PURSUANT TO P.L. 101-226 AND 34 C.F.R., PART 86

It shall be the policy of Antelope County School District No. 18 to provide age appropriate, developmentally based drug and alcohol education and

prevention program for all students of the schools. It shall be the policy of the District to require instruction at each grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. Such instruction should be described in any curriculum guides of the District and should have as one of its primary objectives preventing the use of illicit drugs and alcohol by such students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the district. It shall further be the policy of the district through the instruction earlier herein referred to as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

DATING VIOLENCE PREVENTION

Elgin Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

I understand and approve the School District be allowed to use my child's photograph and likeness as wells as release their student directory information to legally required entities.

Parent/Guardian

Date

Tele-computing User Agreement

It shall be the policy of the Elgin Public Schools, District #18, Antelope County to provide educative and curriculum related opportunities to the students of the district be providing tele-computing services by the school district to the students of the district. The district, by adopting this policy, recognizes that access to the various services, data available through these services and the placing of data onto these services, may be technically difficult to monitor and control. It shall, in recognition of the educative and curricular benefits of the tele-computing services, be the policy of this district to revoke the privilege of any user who misuses the services by engaging in activities not related to the educative purposes or to the curricular offerings of the district.

User access will be prohibited and revoked as to any person who uses the tele-computing services for activities such as, but not limited to, receiving or inputting pornographic materials, promoting violence, engaging in racial, gender or other slurs, receiving or transmitting information pertaining to dangerous instrumentalities such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices, for engaging in uses of a defamatory nature.

The district shall seek reimbursement and full restitution from the student or his/her parent or guardian for any costs incurred for non-authorized purposes.

Your signature below verifies your acceptance of the tele-computing rules and conditions for the Elgin Public Schools as outlined in this agreement.

_____ Student Name (Printed)

_____ Student Signature

_____ Parent Signature

_____ Date

Due Date: First Friday of the School Year