

Winside Public School

Winside Public Schools K-12 Student-Parent Handbook



2023-2024

203 Crawford Ave.
Winside, NE 68790
402-286-4465

www.winsidewildcats.org

TABLE OF CONTENTS

FOREWORD		4
Intent of Handbook	School Calendar	
Mission Statement	Staff	
Mutual Respect		
SECTION 1 – K-12 INFORMATION		5
Accidents	Notification of Absences	
Achievement Testing	Parent-Teacher Conferences	
Bicycles	Powerschool	
Bulletins and Announcements	Report Cards	
Care of School Property	SAT	
Communicable Diseases	Searches of Lockers and Other Types of Searches	
Concussion: Return to Learn Protocol	Secret Organizations	
Eye Exams	Severe Weather and School Cancellations	
Grading system	Student Insurance	
Head Lice	Students Leaving or Returning	
Homework	Student Valuables	
Lost and Found	Use of Telephone	
Lunch Program	Video Surveillance	
	Visitors	
SECTION 2 – ELEMENTARY SCHOOL		9
Elementary Band	Party Invitations	
Honor Roll	Playground Rules	
Lockers	Promotion and Retention	
Lunchroom rules	Supervision Responsibility Before/After School	
Parent Notes		
SECTION 3 – JR/SR HIGH SCHOOL (7-12)		11
Breastfeeding and Lactation	Lockers	
Closed Campus – Open Campus	Laboratory Safety Glasses	
Dual Credit Courses, On-Line College	National Honor Society	
Courses, & Distance Learning	Promotion and Retention	
Failing Grades	Regular Bell Schedule	
Grade Classification	Schedule Changes	
Graduation Requirements	Study Period	
Honor Roll	Supervision Responsibility Before/After School	
Junior High Courses	Yearly Course Requirements	
SECTION 4 – ATTENDANCE		15
Attendance Policy	School Sponsored Activities	
Required Attendance	College Visits	
Mandatory Attendance Age	Contacting Parents in Event of an Absence	
Discontinuing Enrollment	Students Serving on Fire and Rescue Departments	
Attendance and Absences	Attendance Requirement to Participate in Activities	
Tardy to School	Make-Up Work	
Tardy to class	Loss of Credit/Credit Recovery	
Leaving School or Class	Truancy	
SECTION 5– SUPPORT SERVICES		19
Special Education Services	Health Services	
Students With Disabilities: Section 504	Transportation Services	
Guidance Services		

SECTION 6 – STUDENT RIGHTS, CONDUCT, RULES, & REGULATIONS.....	24
Purpose of Student Conduct Rules	Inappropriate Displays of Affection
Forms of Discipline	Dating Violence
Student Conduct Expectations	Specific Rule Items
Student Appearance	Network, E-mail, Internet, & Other Computer Use
Electronic Devices	Rules
Harassment and Bullying Policy	Reporting Student Law Violations
Student Initiation (Hazing)	Due Process Procedure
SECTION 7– EXTRA-CURRIUCLAR ACTIVITIES.....	36
Extracurricular Activity Philosophy	Academic Standards and Eligibility
Extracurricular Code of Conduct	“Team Selection” and “Play Time”
Drugs, Alcohol, and Tobacco	“W” Club
Requirements to Participate	Concussions
Practice Regulations	Relationships between Parents and Coaches/Sponsors
Lettering Requirements	Good Sportsmanship
Nebraska School Activity Association	School Dances
Attendance	
SECTION 8 – DRUGS, ALCOHOL, & TOBACCO.....	48
Drug-Free Schools	
Education and Prevention	
Standards of Student Conduct Pertaining to Drugs, Alcohol, & Tobacco	
SECTION 9 – DISTRICT POLICIES/STATE & FEDERAL PROGRAMS.....	49
Title I Parental Involvement Policy	Notification of Rights Under FERPA
Academic Integrity	Notice Concerning Disclosure of Student Recruiting
Copyright and Fair Use Policy	Information
Complaint Procedures	Notice Concerning Staff Qualifications
Discrimination and Harassment	Student Privacy Protection Policy
Notice of Nondiscrimination	Parental Involvement Policies
Designation of Coordinators	Student Fees Policy
Anti-Discrimination & Harassment Policy	Homeless Students Policy
Multicultural Policy	Breakfast & Lunch Programs
	Title IX Sexual Harassment
SECTION 10 – 7-12 TECHNOLOGY POLICY, PROCEDURES, AND INFORMATION.....	68
Wininside Jr./Sr. Chromebook 1:1 Initiative	Software on Chromebooks
Receiving Your Chromebook and Check-In	Protection and Care
Taking Care of Your Chromebook	Acceptable Use
Using Your Chromebook at School	Repair/Replacement Agreement

Forward

INTENT OF HANDBOOK

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

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

SCHOOL MISSION STATEMENT

Educate – Inspire – Support

MUTUAL RESPECT

Winside Public School expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

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Section 1: K-12 Information

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the principal.

ACHIEVEMENT TESTING

NWEA MAP Growth (Measures of Academic Performance) and **NSCAS** (Nebraska Student Centered Assessment System) testing are standardized achievement test and is administered in the fall and spring to students in grades K-11.

NSCAS ACT is administered in 11th grade in the spring.

Aimsweb is a universal screening, progress monitoring, and data management system that supports Multi-tiered Systems of Support (MTSS). Aimsweb is administered in the fall, winter, and spring with students in grades K-6.

Other testing is available and done on a basis as the administration and certified staff deem necessary for measuring student achievement and outcomes.

BICYCLES

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

BULLETINS AND ANNOUNCEMENTS

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick, and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

CARE OF SCHOOL PROPERTY

1. Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school.
2. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item. Fines will be determined accordingly.
3. School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued.
4. Students must pay all fines before they can receive school publications and final grades.

COMMUNICABLE DISEASES

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173-Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not other specified in board policy or this handbook, please call the school administration.

CONCUSSION: RETURN TO LEARN PROTOCOL

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. Winside Public School will implement NDE's procedures outlined in "Bridging the Gap from Concussion to the Classroom" as its "Return to Learn" protocol, with the recognition that each student who has sustained a concussion will require an individualized response. The school will baseline test all students grades 7-12 every two years based on the Impact Assessment. For more information on this program, please contact the office.

EYE EXAMS

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual valuation shall be borne by the parent or guardian of each child who is examined.

GRADING SYSTEM

Students in grades 2-12 will receive letter grades on report cards and transcripts. Each teacher will define the grading procedures to be used in their classes. The following scale will be used to assign letter grades and a grade point average from a percent:

A 93-100	B 85-92	C 77-84	D 70-76	F 0-69
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Kindergarten and 1st grade will utilize a performance-based assessment and reporting system. Students in these grades are assessed on a four-point scale as follows:

4 - Advanced	3 - Proficient	2 - Progressing	1 - Beginning
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HEAD LICE

Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the present of any indication of lice, louse eggs, or nits, the student's parents or guardians will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parents or guardians will be required to treat the student and accompany the student to school to be examined. The student cannot ride the school bus until the district has cleared the student to return to school.

HOMEWORK

It is expected that students will spend some time on the preparation of studies outside school hours. Homework is designed to be practice of the skills students are taught during the school day. In addition to practicing skills, students are expected to study for quizzes and tests. We believe that the quality of the homework, not the quantity, is critical. Typically, students should have no more than 10 minutes times their grade level. For example, a 5th grade student should have no more than 50 minutes while a senior would have no more than 120 minutes. If you have concerns regarding your child's amount of homework and/or understanding of the concepts, parents are encouraged to contact the classroom teacher.

LOST AND FOUND

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Lost and Found items not claimed by the end of the school year will be taken to donation sites or disposed of appropriately.

LUNCH PROGRAM

Winside Public School has a cafeteria meal system in place for breakfast and lunch. Money is put into each student's account to be used for breakfast, lunch, milk break (elementary only), and milk bought to go with a meal brought from home. No monthly statements will be sent out as account balances can be seen on PowerSchool for each student. Money needs to be in their account ahead of time, charging is to be kept to a minimum. Please determine what your children's needs are and send money accordingly.

Our hot lunch program participates in the offer vs. serve program. This program offers students all five required food items as set forth in the guidelines setup by the USDA. Students may decline up to two of the five required food items. The price of the lunch is not affected if the student declines food items or accepts smaller portions.

All food served in the cafeteria is to be eaten in the multi-purpose room. All students bringing their own lunch are required to eat in the multi-purpose room. Students will follow the lunchroom expectations in regards to behavior.

	Breakfast Price	Lunch Price
PK-6	\$1.75	\$3.10
7-12	\$1.75	\$3.25
Adult	\$2.50	\$4.25

Milk Price: \$0.45 (Note: A milk is included with the price of a lunch. Milk breaks are held in the lower elementary, and children can choose to have milk at that time. The charge is taken from the family fund.)

***** FREE & REDUCED MEALS ---** *It is beneficial for both you and the school district if you qualify for free or reduced meals. Please complete the paperwork if you feel there is any chance of qualifying. Please refer to "Section 9 – Breakfast & Lunch Programs".*

NOTIFICATION OF ABSENCE

We would ask that you notify the school if your child is going to be absent and no prior notification has been made. This can be a phone call to the office (402-286-4466 or 402-286-4465) or a signed note sent with a sibling to be delivered to the office. You may also email the office personnel or classroom teacher about your child's absence. If we do not receive any notification of the child's absence by 9:00 a.m. the school will call the parent/guardian to check on the child's whereabouts.

If the absence is a planned absence, contact the teacher ahead of time to make arrangements concerning the work that will be missed. For other absences call school prior to 9:00 if you wish to request homework be made available for collecting after school that day.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held first quarter and third quarter. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

POWERSCHOOL

PowerSchool is a comprehensive student information system that will enable parents to easily view their child's grades and attendance. Classroom teachers maintain grades on a weekly basis. Parent log-in information can be retrieved by contacting the school.

REPORT CARDS

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

SAT (Student Assistance Team)

Students having difficulties in a classroom may be referred to the Student Assistance Team (SAT). This team, which includes parents and school staff, will work together to assess the student's areas of strength and weakness and then determine interventions to be used within the classroom setting. This is a continuous process that will closely monitor the student's progress. If interventions continue to be unsuccessful, the SAT team may determine that additional data is needed.

SEARCHES OF LOCKERS AND OTHER TYPES OF SEARCHES

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted in the discretion of the administration.

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control.

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

SECRET ORGANIZATIONS

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

SEVERE WEATHER & SCHOOL CANCELLATIONS

The Superintendent may close public schools in case of severe weather. The local news media and families will be notified when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. Families will also receive an automated alert message from the school.

If weather becomes a concern after the beginning of the school day, every attempt will be made to safely get students home before the brunt of the storm. In case that cannot be done, parents should have a plan in place where their children can go in Winside. If parents decide to keep their children home due to inclement weather because of personal circumstances, the students will be marked absent as is done for any other absence if the

school is properly notified. Students are not normally dismissed from school during severe weather on the basis of a telephone request. During a tornado warning, school officials are not permitted to release students from school grounds. Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early

STUDENT INSURANCE

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

STUDENTS LEAVING AND RETURNING TO SCHOOL

Students should sign out at the office when leaving school. The student needs to provide their name, the time they are leaving, and the reason. When students arrive back to school or are tardy, they should sign in the office with their name, time arriving, and the reason they were gone.

STUDENT VALUABLES

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

USE OF TELEPHONE

Use of the office phone will only be allowed in an emergency or when a student is ill. A school employee must be present when an office phone is in use.

VIDEO SURVEILLANCE

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

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

VISITORS

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

Section 2 - Elementary School

ELEMENTARY BAND

Students in the grades 5 and 6 may participate in band if they wish. An informational meeting is conducted at the beginning of the school year.

HONOR ROLL

- Students in grades 4-6 are recognized quarterly for the “All A” and “A/B” Honor Roll. Students receiving the A Honor Roll award must have an A in all core subjects and have an S (Satisfactory) or above grade in all other subjects.
- Students receiving the A/B Honor Roll award must have both A’s and B’s in all core subjects and have a Satisfactory (S) or above grade in all other subjects.

LOCKERS

Each 6th-grade student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. The school provides locks for all lockers. Students are expected to keep their personal items in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

LUNCHROOM RULES

1. Students are expected to remain in their seats during lunch time. Permission to leave must be obtained from the lunch supervisors.
2. Students may visit at the tables as long as they keep their voices down. Visiting is to be done only with your immediate neighbors.
3. No sharing of food. (Self-contained foods will be the only exception.)
4. There is to be no playing with food, milk, trays, or eating utensils in an inappropriate manner.
5. No throwing of items of any kind.
7. All students are to keep their hands to themselves. No pushing, grabbing, or fighting.
8. Students are to use manners in the lunchroom and while in the lunch line.
9. Students will keep the tables and floor clean from garbage.
10. Students will walk as they leave the lunchroom.

PARENT NOTES

Please send a note to school concerning any of the following:

- Child will be arriving late or leaving early because of an appointment.
- Child should not go outside for recess. (Although if the child is too sick to get some fresh air then they are probably too sick to be in school.)
- Child cannot participate in P.E. because of an injury or illness.

The following also require a note to the bus driver:

- Child will be riding the bus home when they do not ordinarily ride the bus.
- Child will be riding a different bus than what they normally do.

PARTY INVITATIONS

It is strongly suggested to send party invitations outside of the school day. They may not be handed out during the school day.

PLAYGROUND RULES

1. Students will respect the rules and authority of the staff on duty.
2. Students will treat each other respectfully.
3. Students will play in an area where the staff on duty can see them.
4. Students must have permission from staff on duty to go into the building.
5. Running games such as "Tag" are to be played in the grassy areas only.
6. Only flag football games are allowed.
7. Sticks and rocks are to stay on the ground.
8. Skateboards, roller blades, and toy weapons are not allowed.

Equipment Guidelines:

Slide- one person on the ladder at a time, sit down going down the slide with feet first

Swing- one person on the swing at a time, sit down on the swing, slow down and stop the swing before getting off, swing in a back-and-forth direction

Teeter totter- one person on each end

Glider - one person on at a time

Jump ropes - only for jumping

Playground balls - can be used on the concrete on appropriate equipment only. All other balls are to be used in the grassy areas.

Winter Guidelines:

1. There will be recess everyday unless determined by the teachers on duty that the weather is too harsh.
2. Please dress your child in appropriate winter attire: winter coat, hat, gloves or mittens.
3. Students must wear snow boots, snow pants, or have extra clothes and shoes to change into in order to slide down the hill.
4. Using items brought to school for sliding down the hill is not allowed.
5. All snow stays on the ground. Building of snowmen is allowed.

Off Limit Areas on School Grounds - ice, mud, water puddles, area between the pods, air conditioning unit, and high school building

*** Additional rules may apply to ensure the safety of the students.

PROMOTION AND RETENTION

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

SUPERVISION RESPONSIBILITY BEFORE/AFTER SCHOOL

School Arrival Time

On regular school days, school will start at **8:15 am**. Students may enter the building at **7:45 am** to eat school breakfast. Students not eating school breakfast are encouraged to arrive no earlier than **8:00 am**. Students should NOT arrive at school before 7:45, as supervisory staff will not be on duty prior to that time and **the school is not responsible for supervision of the students**. Students who have made prior arrangements with a teacher will be allowed into the classrooms upon the arrival of those teachers. Students are to enter through their assigned entrance and proceed to designated areas.

School Dismissal Time

On regular school days, students in grades K-6 will be dismissed at 3:40 pm. Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

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

Supervision at Dismissal

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

Section 3 - Junior/Senior High School

BREASTFEEDING AND LACTATION

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed milk to create the least amount of disruption to the student’s participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administration to create a schedule that accommodates the student’s needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal laws.

CLOSED CAMPUS-OPEN CAMPUS

All students are required to remain on campus during the school day, except during the lunch period. During lunch, students in grades 7-12 may go home for lunch with written parent permission. Driving off the campus is not allowed. Students are expected to return to school by the end of lunch. Students may lose the lunch privilege due to tardiness, unacceptable grades, inappropriate behavior, student-teacher conferences, etc.

DUAL CREDIT COURSES, ON-LINE COLLEGE COURSES, & DISTANCE LEARNING

Students have the opportunity to complete courses that Winside Public School does not offer due to lack of staff or programming or does not currently offer for dual credit opportunity. Courses are available through several alternates, such as Northeast Community College (NECC), the University of Nebraska High Schools (UNHS), and Nebraska Virtual Instruction Source (NVIS). The student will pay for all expenses for the course to enroll in it. If interested in correspondence work, contact the guidance counselor. Credit for the correspondence courses may be transferred to the Winside High School.

FAILING GRADES

A failing grade at the end of the semester means loss of credit. If the student fails a required subject during their four years in high school, it is their responsibility to register for the course again. The courses will be taken as soon as they can be worked into their schedule, in order that they meet the full requirements for graduation.

GRADE CLASSIFICATION

- A sophomore must have 60 credit hours.
- A junior must have 120 credit hours.
- A senior must have 180 credit hours.
- To graduate, you must have 230 credit hours.

GRADUATION REQUIREMENTS

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

To be eligible for graduation from Winside High School, a student must have earned a minimum of 230 semester hours credit in grades 9 through 12 inclusive. A minimum of 40 earned semester hours credits must be earned during the school year in which the student intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education. Satisfactory completion of the following courses must be presented in the candidate's record:

SUBJECT AREA	# OF CREDIT HOURS	REQUIRED COURSES
English	40	English I, II, III, and IV or British Literature
Math	30	Algebra I, Geometry, Algebra II
Social Science	40	American History, Government, and World History
Science	30	Physical Science, Biology, Chemistry
Physical Education / Health	10	PE I / Health
Computers	10	Information Technology I
Business	10	Personal Finance
Speech	5	

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

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

HONOR ROLL

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

- **Principal's Roll** - students receiving all "A's".
- **Honor Roll** - students receiving no other grade lower than a "B".
- **Honorable Mention** – students who maintain a B grade point average (between an 86% and 93%) and may have one "C".
- An unsatisfactory report in conduct can eliminate a student from the honor roll by action of the administration.
- All class grades are figured the same for honor roll status.
- Honor roll lists are published in school and community publications.

JUNIOR HIGH COURSES

Students in grades 7 and 8 will take the following classes: Math, English, Social Science, Science, Vocal, Exploratory (Art, Computers, FCS, and Industrial Tech), Physical Education, Reading, Ag, Health, and Careers. Band is an optional choice to also take in Jr. High.

High School Credit for Junior High Courses

High school credit may be awarded to students at the junior high level if the course meets the content and requirements equivalent to a course offered in the high school. An example of such course offering is Algebra I, which is offered at the 8th-grade level.

LABORATORY SAFETY GLASSES

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

LOCKERS

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. The school provides locks for all lockers if the student wishes to have his/her locker locked. A lock must be checked out from the Principal's office (any lock that is not a school issued lock will be cut of the locker). Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

NATIONAL HONOR SOCIETY

The National Honor Society chapter of Winside Public School is a duly chartered and affiliated chapter of this prestigious national organization. This is open to students in grades 10, 11, and 12. They must meet charter requirements to be admitted and hold their position. These can be obtained from the office or NHS sponsor.

PROMOTION AND RETENTION

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

determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

BELL SCHEDULE for 7-12 Jr./Sr. High

REGULAR BELL SCHEDULE

1 st Period	8:10-8:58
2 nd Period	9:01-9:49
3 rd Period	9:52-10:40
4 th Period	10:43-11:31
5 th Period	11:34-12:22
Study Hall 10-12	12:25-12:45
Lunch 7-9	12:22-12:52
Lunch 10-12	12:45-1:15
Study Hall 7-9	12:52-1:12
6 th Period	1:15-2:03
7 th Period	2:06-2:54
8 th Period	2:57-3:45

- 3-minute passing periods

10:00 LATE START

1 st Period	10:00-10:33
2 nd Period	10:36-11:11
3 rd Period	11:14-11:49
4 th Period	11:52-12:27
Study Hall 10-12	12:30-12:50
Lunch 7-9	12:27-12:57
Lunch 10-12	12:50-1:20
Study Hall 7-9	12:57-1:17
5 th Period	1:20-1:53
6 th Period	1:56-2:30
7 th Period	2:33-3:08
8 th Period	3:11-3:45

- 3-minute passing periods

2:00 EARLY DISMISSAL

1 st Period	8:10-8:46
2 nd Period	8:49-9:24
3 rd Period	9:27-10:02
4 th Period	10:05-10:41
5 th Period	10:44-11:21
6 th Period	11:24-12:00
Study Hall 10-12	12:03-12:16
Lunch 7-9	12:00-12:30
Lunch 10-12	12:16-12:46
Study Hall 7-9	12:30-12:43
7 th Period	12:46-1:21
8 th Period	1:24-2:00

- 3-minute passing periods

SCHEDULE CHANGES

- Students in grades 9-12 will be able to drop or add a class prior to the start of the new school year. Students and parents will be informed of specific dates and times. The final day to drop or add a class will be by the end of the first day of school. Schedule changes must be initiated by the teachers involved, the principal or counselor, and the student's parents. Final approval of all schedule changes will be made by the principal only.
- Drops and adds to classes will be difficult to make after a student has registered, and only those students with scheduled conflicts, or those needing to re-take courses due to failures, will be given consideration for drops and adds. Any student who drops a class during the school year will receive a failed grade in that course. Permanent removal from class for discipline will constitute a failure.
- Students wishing to drop and add a course after the first semester must do so by the end of the second quarter, so that proper admittance into a new class for the third quarter is available. In this case, a student is not permitted to drop a class until he or she has obtained the permission of the instructor, the guidance counselor, the principal, and the parents. The counselor will notify the teacher when the student may be dropped from the class roll.

STUDY PERIOD

A study period is available for students. The purpose of the study period is to give students the opportunity to focus on their academic work. Specific rules may be established by the supervising teacher. The following rules will apply to all study periods:

1. All students must report to the study period for attendance at the beginning of the period. Students who do not report will be counted absent.
2. Students are expected to bring all materials to the study period.
3. Students may check out to their lockers, restroom, and drinking fountain one at a time. These "housekeeping" tasks need to be done within the first and last five minutes of the period.
4. Students may conference with another teacher if they have arranged this prior to the study period
5. Students will work quietly at their desk. No talking.
6. Students may study together with the supervising teacher's permission.
7. Students failing or nearly failing classes are expected to be studying school work.
8. Desks, chairs, and materials should be left in order at the end of each period.
9. Cell phones and other electronic devices are not to be used during this time, unless the teacher has granted permission.
10. If a student reports that he/she has nothing to work on, they will be expected to read a book, look over notes, study vocabulary, or complete an activity assigned by the supervising teacher.

SUPERVISION RESPONSIBILITY BEFORE/AFTER SCHOOL

Arrival at School/Dismissal from School

Students are expected to arrive at school no more than 10 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of the students.** Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors

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

YEARLY COURSE REQUIREMENTS

High school students in all grade levels are required to register in the following courses: Math, Social Studies, Science, Health and Physical Education, and Language-Arts Core. High school students are required to register in the following courses:

<u>9th Grade</u>	<u>10th Grade</u>	<u>11th Grade</u>	<u>12th Grade</u>
English Course	English Course	English Course	English Course
Science Course	Science Course	Science Course	Social Science Course
Social Science Course	Social Science Course	Social Science Course	Personal Finance
Information Technology I	Math Course	Math Course	
Math Course	Speech		
PE/Health I			

Section 4 - Attendance

ATTENDANCE POLICY

Regular and punctual student attendance is required. The Board's policies require such attendance. The administration is responsible for developing further attendance rules and regulations, and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal.

Problems in the areas of attendance and tardiness can lead to difficulties, both academically and within a classroom's daily structure. Regular attendance is a positive factor that develops habits of punctuality, self-discipline, and responsibility. Students who attend class regularly generally achieve higher grades, enjoy school more, and are more employable after leaving school. Even though a student may make up the actual work missed because of absences, he/she misses instruction, and this can only be received through actual classroom attendance and participation.

Parents are asked to cooperate with the school to keep the number of absences to a minimum. Parents are encouraged to make appointments and other engagements so that they do not interfere with the school day. Each student should not exceed ten (10) days per semester if he/she expects to earn credit in each course enrolled. Note: Earning course credit requires that students meet the attendance requirement and earn a passing course grade in the course. Attendance is documented each class period, and absences are categorized as either excused or unexcused.

REQUIRED ATTENDANCE

Every person residing in the school district who has legal or actual charge of control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child had graduated from high school or has been allowed to disenroll pursuant to this policy.

MANDATORY ATTENANCE AGE

All children how are or will turn 6 years old before January 1st of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

DISCONTINUING ENROLLMENT

5-Year-Old Students

The person seeking to discontinue the enrollment of a student who will not reach 6 years of age prior to January 1st of the current school year shall submit a signed, written request to the superintendent using the district's form. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

16 and 17-Year-Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the district's form. The district will follow NDE guidelines for this process.

ATTENDANCE AND ABSENCES

Excused and Unexcused Absences

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

1. **Excused Absences.** Absences should be cleared through the principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
 - a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
 - b. Illness which causes a student to be absent from school.
 - c. Doctor or dental appointment which require student to be absent from school.
 - d. Counseling, business, or legal appointment accompanied by parent or verified by parent prior to the absence.
 - e. Observance of religious holidays with verification from parent/legal guardian.
 - f. Court appearances that are required by a court order and the student is not responsible for needing to be in court.
 - g. School sponsored activities which require students to be absent from school.
 - h. Family trips in which student accompanies parent(s)/legal guardian(s).
 - i. Any other absence of an emergency nature or set of conditions which in the principal's judgment constitutes sufficient cause for being absent from school.

The principal has the discretion to deny approval for the latter two (2) reasons, depending on circumstances such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip. The parent/guardian must contact the principal well in advance of the event and provide reasonable justification for the absence during school time.

2. **Unexcused Absences:** An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence and may be required to make-up work and the time missed.

TARDY TO SCHOOL

Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings. Unexcused tardies will be given for being late for school without just cause. Four unexcused tardies to a class will be counted as one unexcused absence for the class. Students who miss at least 15 minutes of any period will be counted absent. Students whose

tardiness resulted from being detained by another teacher, administration, or counselor will not be counted against the students with proper documentation/verification. Three or more tardies will result in detention. Disciplinary action will be progressive if tardy issues continue beyond three tardies.

TARDY TO CLASS

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

LEAVING SCHOOL OR CLASS

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

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

SCHOOL-SPONSORED ACTIVITIES

Absences as a participant in school-sponsored events will not count in the 10-day limit. In the event of school-sponsored activities, it is the student's responsibility to communicate with the teachers and collect assignments. The student may be required to stay in school if he/she does not complete the necessary requirements to miss class in order to attend the school event.

COLLEGE VISITS

Students at the junior and senior level may schedule up to two college visits per year. The student will need to have this cleared with the school counselor or principal. The student must be responsible for completing all missed assignments. A parent must call in ahead of time to let the office know of the student's absence.

CONTACTING PARENTS IN CASE OF AN ABSENCE

The administration will attempt to contact parents via telephone or letter for absences when the reason for the absence is unknown. In those instances when a student accumulates a concerning number of absences, it will be the responsibility of the principal to confer with the parents and student in an attempt to resolve the attendance problem.

STUDENTS SERVING ON FIRE/RESCUE DEPARTMENTS

It is a student's first priority to be in attendance at school and to receive instruction in the classroom. Students serving on the fire department and rescue unit may not respond to the first call received on their devices but are able to respond to the second call for assistance. They must turn their beepers/devices to vibrate as to not distract the classroom environment. They are also expected to leave the school building and grounds in a safe manner. This applies in the classrooms, through the hallways, down the stairs, and from the parking lot. This is for the safety of all students.

ATTENDANCE REQUIREMENT TO PARTICIPATE IN ACTIVITIES

Students must be in school by 11:30 AM the day of any scheduled school activity in order to participate in the activity. This includes athletic contests, practices, and dances. Failure to attend will result in a student being withheld from participation in the activity. The principal retains the right to grant participation should exceptional circumstances prevail.

MAKE-UP WORK

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The student has the responsibility to contact teachers, initially, regarding make-up assignments. For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. If requested, assignment sheets will be prepared for students who are ill.

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

LOSS OF CREDIT / CREDIT RECOVERY

Students that go over the ten (10) absences in a semester may be required to make up time at Saturday School, before/after school, upon the completion of the school year, or other out-of-school time. The student must attend this designated time to receive both a grade and credit for the class(es) in which they are over in attendance. The teachers in whose classes the student has exceeded ten days will be involved in determining a plan of course completion for the time made up. Loss of credit or reduced credit may result if a student does not meet the plan of intervention for credit recovery. The Principal makes the final determination if a student is required to make up missed school time and will receive loss of credits.

TRUANCY

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

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

Excessive Absenteeism Students who accumulate ten (10) unexcused absences in a semester shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

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

Reporting Habitual Truancy Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws

(i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

Section 5 – Support Services

SPECIAL EDUCATION SERVICES

What Does Special Education Mean?

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

Students Who May Benefit

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

How are Students With Disabilities Identified?

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

Independent Evaluation

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

Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

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

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

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

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website:

<http://www.nde.state.ne.us/SPED/sped.html>.

STUDENTS WITH DISABILITIES: SECTION 504

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

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

GUIDANCE SERVICES

Winside Public School employs a counselor for the purpose of assisting with the district's testing program, to assist with scheduling and registration, and for students to discuss problems and resolve conflicts. The school counselor supports students with career and post-high school education, application to schools, and financial aid. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

HEALTH SERVICES

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse or designated school personnel that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school office. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse / school personnel may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the foregoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

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

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

Summary of the School Immunization Rules and Regulations

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

- Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.
- The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Birth Certificate Requirements

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

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

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

Guidelines for Head Lice

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

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).

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

*Nit removal will be emphasized for effective management of the condition.

TRANSPORTATION SERVICES

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

Behavior on School Buses

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

II. Special Conduct Rules for Riding School Buses.

A. Rules for Getting On and Off the Bus

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

B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.
11. Keep the bus clean and orderly. Remove all personal items and trash upon exiting the bus.
12. Video surveillance may be placed on the buses to monitor student behavior.

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

IV. Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school. Consequences are not progressive, and school administration have discretion to impose the consequence deemed most appropriate.

Section 6 – Student Rights, Conduct, Rules, and Regulations

PURPOSE OF STUDENT CONDUCT RULES

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Students shall conduct themselves in a manner which respects and considers the rights of others while on school district property, on property within the jurisdiction of the school district, on school-owned, operated, or chartered transportation, while engaging 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 grounds. 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.

Violations of the rules will result in disciplinary action. The degree of discipline will be proportionate to the severity of the behavior of the particular student, the previous discipline history of the student, and other relevant factors. Students may be dismissed from any class, activity, or organization for misconduct.

FORMS OF SCHOOL DISCIPLINE

Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:

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

The following process will apply to short-term suspensions:

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

Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension. The procedures will be those set forth in the Student Discipline Act.

Expulsion:

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) the misconduct

occurred within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent. The suspension pending hearing may be imposed if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
3. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
4. Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
5. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one (1) full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

Other Forms of Student Discipline: Administrative and teaching personnel may take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

STUDENT CONDUCT EXPECTATIONS

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

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

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
7. Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
8. Public indecency or sexual conduct;
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if

- the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
 13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
 14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
 15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
 16. Willfully violating the behavioral expectations for those students riding Winside Public Schools' buses.
 17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
 18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one (1) calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

Additional Student Conduct Expectations and Grounds for Discipline

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a

school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

STUDENT APPEARANCE

Students at Winside Public Schools are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. SHIRTS... Cannot show an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sheer, or low-cut necklines). No backless tops or cut-off sleeves. Tank tops may be worn if covered by another shirt.
- b. PANTS... Must fit with no sagging that exposes underwear. No pajama pants. Pants and shorts with noticeable holes showing underwear above the knee are not allowed.
- c. SHORTS, SKIRTS, DRESSES, & SKORTS... Length must reach mid-thigh or longer.
- d. LEGGINGS... May be worn if the shirt, sweater, or dress covers the buttocks.
- e. HEAD WEAR... No hats, caps, bandanas, or scarves.
- f. VISIBLE BODY PIERCINGS: Preferred visible piercings include the ears. Other body piercings may be deemed inappropriate to the educational setting and will not be allowed.
- g. The following are also prohibited:
 - 1) Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - 2) Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
 - 3) Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
 - 4) Clothing or jewelry that is gang related.

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

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

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

ELECTRONIC DEVICES

Winside Public School understands electronic devices have become an integral part of students' lives. At the same time, cell phone usage during class time can be disruptive and does not contribute to a positive learning environment. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

Students may not use their cell phone at any point in the school day. This includes during passing periods and at lunch time. Students in grades 9-12, may use their cell phone during their lunch time; however, administration reserves the right to end this if it becomes a problem. Students may use cell phones or other electronic devices on school sidewalks and in the common areas of the school before and after school or as determined by administration, as long as they do not create a distraction or a disruption.

Students may possess a cell phone but will relinquish the device to the classroom teacher when they leave the classroom for any reason during class. During school hours student cell phones or electronic devices (i.e. beepers, pagers, IPod, MP-3 Players, IPad, Personal Laptops, and any other device that stores and communicates data by electronic means) must remain out of sight.

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

If cell phones are seen being used or in plain sight, the phone will be given to the staff or sponsor who is supervising at the time, and parents will be contacted. Depending on the issues associated with the use of the device, the students device will be taken from them and administration will use their discretion on consequences.

Violations and Prohibited Use of Electronic Devices

Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) “sexting;” or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

Penalties for Prohibited Use of Electronic Devices

Students who receive a “sexting” message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any “sexting” message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

- (i) Students found in possession of a “sexting” message may be subject to a one (1) day suspension from school.
- (ii) Students who send or encourage another to send a “sexting” message may be subject to a five (5) day suspension from school.

Reporting to Law Enforcement

Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

Responsibility for the Claiming of Electronic Devices

Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students’ electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

HARASSMENT & BULLYING POLICY

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

“Bullying” is ongoing behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others’ property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

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

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student’s history of problem behaviors and performance, and must be consistent with the board of education’s approved code of student conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

Disciplinary consequences may include, but are not limited to the following:

- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- In-school suspension
- Alternative school
- Saturday school/detention
- Out-of-school suspension
- Legal action
- Expulsion

STUDENT INITIATION (HAZING)

Any initiation/hazing procedures by anyone are considered improper and will not be tolerated. No initiation/hazing procedures of any type are allowed in any school club or organization.

INAPPROPRIATE PUBLIC DISPLAYS OF AFFECTION (IPDA)

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1st Offense: Student will be confronted and directed to cease.

2nd Offense: Student will be confronted, directed to cease, and parents will be notified.

3rd Offense: Student will be suspended from school for a minimum of one (1) day, and parents and students will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

DATING VIOLENCE

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

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate 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.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

SPECIFIC RULE ITEMS

The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.

- a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
- b. Gum, candy, seeds, etc. are not allowed in the school building or classrooms.
- c. Students are expected to bring all books and necessary materials to class. This includes study periods.
- d. Assignments for all classes are due as assigned by the teacher.
- e. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
- f. Students are to be in their seats and ready for class on the tardy bell.
- g. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
- h. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
- i. Snow handling is prohibited.

NETWORK, E-MAIL, INTERNET, & OTHER COMPUTER USE RULES

General Rules:

- 1) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- 2) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- 3) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- 4) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- 5) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

Policy and Rules for Acceptable Use of Computers and the Network

The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff, and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

- 1) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
- 2) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
- 3) Users shall not use or try to discover another user's account or password.
- 4) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
- 5) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- 6) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
- 7) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- 8) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
- 9) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
- 10) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
- 11) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

Etiquette and Rules for Use of Computers and the Network

All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

- 1) Be polite. Do not become abusive in your messages to others.
- 2) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
- 3) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
- 4) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
- 5) All communications and information accessible via the network should be assumed to be private property of others.
- 6) Do not place unlawful information on any network system.
- 7) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- 8) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- 9) Other rules may be established by the network administrators or teachers from time to time.

Penalties for Violation of Rules

All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

Risks of Social Networking

The purpose of this message is to give our students information about the risks of using social networking sites, such as Facebook, Instagram, Snapchat, etc.

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

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

Here are some common sense guidelines that all students should follow when using social networks and the Internet in general:

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

REPORTING STUDENT LAW VIOLATIONS

- (1) Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
- (2) When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official will take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and

regarding the place to which the minor is reportedly being taken. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

- (3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Winside Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Assault.
 - (c) Vandalism resulting in significant property damage.
 - (d) Theft of school or personal property of a significant nature.
 - (e) Automobile accident.
 - (f) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

DUE PROCESS PROCEDURE

Procedures for long-term suspension, expulsion or mandatory reassignment: the following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the superintendent or his or her designee.
2. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent or his or her designee, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent.
3. The principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
 - A. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the principal.
 - B. The penalties to which the student may be subjected and the penalty which the principal, or his or her designee has recommended in the charge.
 - C. A statement explaining the student's right to a hearing upon request on the specified charges.
 - D. A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - E. A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - F. A form or a request for hearing to be signed by such parties and delivered to the principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. In the event that the principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the principal, or his or her designee shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the

- punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
 8. In the event that a hearing is required to be provided, the superintendent shall appoint a hearing officer.

HEARING PROCEDURE

1. Hearing Officer. The hearing officer shall be any person designated by the superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Winside Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the superintendent's decision, submit to the superintendent of schools a written request for a hearing before the board of education.
13. Review by Board of Education. Upon receipt of the request for review of the superintendent's determination, the board of education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The board of education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations, which require additional evidence, the board of education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the board of education, or the committee shall make a final disposition of the matter. The board may alter the superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the board of education or committee thereof, if required, for any board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

Section 7 – Extra Curricular Activities

EXTRACURRICULAR ACTIVITY PHILOSOPHY

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

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of

the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

EXTRACURRICULAR ACTIVITY CODE OF CONDUCT

Purpose of the Code of Conduct

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

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

Scope of the Code of Conduct

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

Extracurricular activities include but are not limited to: all sports, vocal, band, speech and drama, One-Act, Student Council, National Honor Society, Youth Leadership Council, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

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

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, NSAA season, when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines of the next NSAA season for which that student participates.

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

Grounds for Extracurricular Activity Discipline

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. (Note: Refer to "Drug and Alcohol Violations" for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
11. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
12. Repeated violation of any of the school rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is

- not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
 16. Willfully violating the behavioral expectations for those students riding Winside Public School buses or vehicles used for activity purposes.
 17. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
 18. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
 19. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
 20. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
 21. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

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

Determining a Violation Has Occurred

A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

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

Procedures for Extracurricular Discipline

The following procedures are established for suspensions from participation in extracurricular activities:

- 1) **Investigation**. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
- 2) **Meeting**. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
 - a) The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
 - b) The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.

- 3) Notice Letter. Within two (2) school days (two (2) business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
- 4) Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
 - a) A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
 - b) The request for a hearing must be received by the Superintendent's office within five (5) days of receipt of the notice letter.
 - c) If a hearing is requested:
 1. The hearing will be held within ten (10) calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
 2. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
 3. Upon conclusion of the hearing, a written decision will be rendered within five (5) school days (ten (10) calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
 4. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
- 5) No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures.
- 6) Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

DRUGS, ALCOHOL, & TOBACCO

Controlled Substances: Upon exhibiting evidence of having used or been in possession of, alcoholic beverages, tobacco products, illegal drugs, prescription drugs or any other chemical used as a drug, the student will be subject to consequences. Athletes or members of any extracurricular activity will lose their right to participate in interscholastic contests because of ineligibility, failure to comply with training rules, use of or possession of alcoholic beverages, illegal drugs, abuse of prescription drugs, supplemental muscle enhancers or use of or possession of tobacco/tobacco delivery devices.

“Exhibiting Evidence”: The following are situations that students are deemed in violation of the policy.

- Any witnessing of a student involving the use, possession or distribution of tobacco, alcohol, or drugs by any employee of Winside Public School.
- Any information provided by a law enforcement officer as to the violation of these policies.
- Any conviction involving the use, possession or distribution of drugs, alcoholic beverages or tobacco products.
- Any confession by the student of a violation to a sponsor, activity director, or school administrator.
- A determination that the student is a delinquent child under the Juvenile Statutes of the State of Nebraska, as a result of the use of drugs, alcoholic beverages, or tobacco.
- If a student is charged or convicted of any criminal charge or determined to be a delinquent child under any other circumstances, which is indicative of behavior not representative of a good citizen.
- If “turned in” by a student's parent or guardian for violation of any of the above.

Upon the exhibiting evidence, the student and his/her parents or guardians will meet with school personnel, after which a decision will be rendered.

JH	Beginning with enrollment of their 7 th -grade year and completing their required 8 th -grade year the following will be carried forth through the 2-year period.
SH	Beginning with enrollment of their 9 th grade year and completing their required senior year the following will be carried forth through the 4-year period.

JH - 1st Offense in a 2 year/HS - 1st Offense in a 4-year period:

JH/SH	Miss 14 days, for any extracurricular activity/s, if self-reported within the first 24 hours of the violation. Consequences will begin for the activity/s, with the next contest or the week of the next contest whichever comes first.
JH/SH	Miss 28 days from any extracurricular activity/s, if not self-reported, and or after the 24 hours of the violation.
JH/SH	Either of the above suspensions must have the violator enter into a diversion program, documentation of his/her entrance and be in good standing of the program.
JH/SH	Failure to enter into a diversion program or show good standing will terminate their eligibility to participate in <u>all extracurricular programs</u> for the year

JH - 2nd Offense in 2-year period/HS - 2nd Offense in 4-year period:

JH/SH	Miss 28 days from any extracurricular activity/s, if self-reported within 24 hours of the violation.
JH/SH	Miss 56 days from any extracurricular activity/s, if not self-reported, and or after the 24 hours of the violation.
JH/SH	Either of the above suspensions must have the violator enter into a drug and alcohol-counseling program, documentation of his/her entrance and be of good standing with the program.
JH/SH	Failure to enter into a drug and alcohol-counseling program or be in good standing will <u>terminate their participation in all extracurricular programs</u> for the 4-year period.

JH - 3rd Offense in 2-year period/HS - 3rd Offense in 4-year period:

JH/SH	The violator will not be allowed to participate/help in any extra-curricular activity, for the remainder of the 2 year or 4-year period.
JH/SH	An appeal can be asked for, to a committee of sponsors (set up by the school district), <u>1 year after the date of the 3rd offense</u> . It will be reviewed and determined whether or not to reinstate the violator.
JH/SH	If violator fails again during this time, no appeals allowed, termination of eligibility would be final.

- Coaches and sponsors may impose regulations and rulings that are stricter than district guidelines.

Those entering from Jr. High School to High School:

- 1) 1st Offense violators will come into the high school programs with a clean record with no carry over from Jr. High School.
- 2) 2nd Offense violators will come into the high school program with a 1st offense record of the high school requirement policy.
- 3) 3rd Offense violators will have to have a review from the committee of sponsors to determine that person's status.
 - Other misdemeanors or felonies: a committee of the current head coaches for the Winside Public School will consider penalties for other misdemeanors or felonies.

Absences:

Detentions May result from misbehavior at school or attendance.

Excused At the coach's discretion if notified in advance.

Unexcused: If the coach is not notified in advance the first offense will be conditioning plus sitting

out one game and the second offense will be removal from the team.

As representatives of the Winside Public School, students are expected to dress and behave in an exemplary manner. Coaches will advise the students if they need improvement. Failure to comply may result in a penalty.

In case of extenuating circumstances, appeals will be made to a committee of the current head coaches of all sports, the athletic director, and the high school principal.

REQUIREMENTS TO PARTICIPATE

All athletes must have a physical examination and doctor's approval to participate in any of our sports programs. A physical form must be completed and on file with the school. Athletes must also have their parent's permission to participate.

A student failing more than one class or one class for consecutive weeks as indicated by progress reports will be ineligible for a minimum period of one week. The athlete must also meet the eligibility requirements as indicated by the Nebraska School Activities Association. Athletes may lose their eligibility to participate in NSAA sanctioned activities if they have been in school more than eight semesters, competed at out-of-school sports, or for other reasons. Information on these requirements is available from the school Activities Director.

By going out for athletics, the student indicates a willingness to adhere to the training rules for that particular sport. The athlete agrees to behave in a sportsmanlike manner and to adhere to the usual rules of conduct for the school as outlined by State law.

In order to participate in an activity, practice, or performance, the student must be in school by 11:30 AM the day of practice or the contest. Exceptions to this may be granted by the school principal if arranged in advance. **NO EXCEPTIONS** to this will be granted to students who are ill, students who take workdays, or students who have unexcused absences.

All athletes, managers, and coaches will travel to and from contest in other towns in transportation that is provided by the school. Any exceptions to this must be arranged in advance with the head coach involved. Any exceptions will conform to the School Board Policy on **TRANSPORTATION-STUDENTS FOR SCHOOL ACTIVITIES**.

PRACTICE REGULATIONS

1. All practices and competition will be carried out in accordance with the Nebraska School Activities Association. Coaches are responsible for making these rules known to the players and following them. Rulebooks are available from the coaches or from the Athletic Director.
2. No student will be allowed to use school athletic facilities without direct sponsorship of a coach.
3. Athletes who quit during the season or who are removed from a team for disciplinary reasons will not be allowed the use of school athletic facilities until the season during which he/she quit or was removed is over.
4. Off-season practices will not interfere with the sport in season and will comply with the Nebraska School Activities Association rules and regulations.
5. No practices will be allowed on Sunday, except when the team has a Monday Varsity game. No practices will be allowed on days that school is dismissed because of inclement weather.
6. Practices for high school athletics should not exceed approximately 2 hours in length.
7. **Wednesday Night Extracurricular Policy** – Extracurricular activities are not to be held on Wednesday nights after 6:00 PM during the school year unless prior administration approval is given. Students must be out of school buildings by 6:30 PM.
8. The school will normally provide special athletic equipment to the student at no charge, except for personal equipment such as shoes, socks, under-garments, and practice shirts and shorts.

No school equipment will be given or sold to any student. Any student in possession of school owned equipment that has not been checked out to him by the appropriate coach may be suspended or expelled from school as provided for in the student handbook. Any equipment that has unusual wear or damage will be paid for by the person who checked it out or by the person who caused the unusual wear or damage. No equipment will become the property of the student.

LETTERING REQUIREMENTS

Head coaches of each sport will inform the athletes at the beginning of the season of the lettering requirements for each activity. The school will pay for the first letter earned. The individual may purchase subsequent letters, emblems, and pins. All letter winners will receive a certificate.

NEBRASKA SCHOOL ACTIVITIES ASSOCIATION

Compliance with the rules will prevent your team, school or community from being penalized. In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. General Eligibility Rules can be obtained by going to the NSAA site at NSAAhome.org

ATTENDANCE

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have “excessive absences” as determined under the school’s attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four (4) or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance by 11:30 AM that day. A student who is not in attendance is ineligible for the contest, performance, or activity. Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

ACADEMIC STANDARDS AND ELIGIBILITY

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must Be enrolled in at least 25 credit hours in the semester of participation and follow the grade eligibility guidelines outlined below:

1. A student failing one class for the first week will be on academic probation.
2. A student failing more than one class in a week or failing the same class in consecutive weeks will be ineligible for all extracurricular activities for a period of one week or until the student is passing as determined each Monday when the ineligibility report is downloaded from PowerSchool.
3. The student will be allowed to practice with his/her team, band, chorus, speech, drama group, etc. during the ineligibility or probationary period.
4. The ineligibility list is issued weekly beginning the second Monday of each quarter and will run from one Monday noon to the next Monday noon. Teachers are to have grades entered by 9:00 am Monday morning.
5. Extra-curricular activities in which a student is ineligible and grades are given for participation will require the student to make-up the activity to receive a grade.
6. The school will mail letters of ineligibility/probation and progress reports for these students on Monday to the parents. If there are concerns or questions about a student’s academic progress, communication among the student, parents, and teacher is essential and would be expected.

Academic requirements do not apply to:

- A. Instructional field trips which are a part of the scheduled course learning experience; or
- B. Activities or events which are considered in determining the student's grade.

“TEAM SELECTION” AND “PLAY TIME”

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity.

“W” CLUB

The purpose of the “W” Club shall be to stimulate interest in athletics and to develop a well-rounded athletic program for Winside High School. Any boy or girl who earns a letter in a competitive sport at Winside High School and meet the standards of conduct required of an athlete, is eligible to become a member of the club. The head coaches of each respective sport will determine the qualifications for an athlete to letter.

All “W” Club members are to be loyal to Winside High School, be an active member showing good spirit at all times, and abide by the “W” Club constitution, or they will be dropped from the organization and all privileges associated with the letterman's club.

Officers of the “W” Club will be elected in the fall by members of the Club (who meet the above requirements) and serve for the duration of one year. Each meeting will be conducted under the Robert's Rule of Order, presided over by the “W” Club president or his officers.

CONCUSSIONS

Training

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

Education

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

1. The signs and symptoms of a concussion;
2. The risks posed by sustaining a concussion; and
3. The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

Response to Concussions

1. Removal. A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.
2. Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian. The coach or administration may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate. The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The

- school is not required to determine or verify the individual's qualifications.
3. **Parent Notification.** If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.
 4. **Return to Learn.** The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

Students and Parents

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

RELATIONSHIPS BETWEEN PARENTS AND COACHES/SPONSORS

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

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

Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

1. Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two (2) different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

2. Communicating with the Coach

- Communication you should expect from your child's coach includes:
 - Philosophy of the coach
 - Expectations the coach has for your child
 - Locations and times of all practices and contests
 - Team requirements
 - Procedure should your child be injured
 - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
 - Concerns expressed directly to the coach

- Notification of any schedule conflicts well in advance
- Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
 - The treatment of your child, mentally and physically
 - Ways to help your child improve
 - Concerns about your child's behavior
 - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Issues not appropriate to discuss with coaches:
 - Playing time
 - Team strategy
 - Play calling
 - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
 - Call to set up an appointment with the coach
 - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
 - Call the athletic director to set up a meeting with the athletic director, coach, and parent present.

GOOD SPORTSMANSHIP – BEHAVIOR EXPECTATIONS OF SPECTATORS

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

Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

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

SCHOOL DANCES

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

General Rules of Student Conduct at Dances

In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Winside Public Schools and their guests may attend.

- a. Students currently attending Winside High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Winside High School or their own school are generally considered appropriate dates or invited guests.
 - b. Students must be in grades 9-12 or under the age of 21.
 - c. All outside guests must be registered through the principal's office. Registration forms must be returned to school prior to the event. A student must enter with the guest they have registered. Only one guest per student will be accepted and must be approved.
 - d. Some school dances may be restricted to students attending specified grades levels at Winside Public Schools. For any dances at the junior high school level, only students attending Winside Public Schools in the grades 7 and 8 for which the dance is being held may attend.
 - e. Students who have been suspended from school or from extracurricular activities may not attend.
 - f. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
 - g. Any students arriving to a dance or school function after a time set by the sponsor will not be permitted to enter. All students leaving without permission before the dance is over will not be allowed to return. Parents will be notified if their child leaves early.
 - h. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.
 - Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.
 3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.
 4. Additional Conduct Expectations: Students will not be allowed to perform front to back dancing and may not dance in a manner in which legs cross or straddle. Any student who takes part in this form of dance will be asked to leave the dance by the dance sponsors and/or administration and may not return. Public displays of affection are not permissible during school events. This includes hugging, kissing, sitting on laps, or any other types of affection that would be considered inappropriate to others.

Terminations for regular dances or school functions are as follows:

10:30 p.m. - On weekdays or JH dances	12:00 a.m. - Homecoming (If follows sporting event)
11:00 p.m. - Prom	11:00 p.m. - Homecoming (If on a night not following sporting event)

Junior-Senior Prom

The juniors entertain the seniors, sponsors, administration, high school teachers, and their spouses at a banquet held in the spring. The meal is provided for juniors, seniors, administration, and high school teachers, and staff guests associated with Winside Public School. Guests that are in the 9th and 10th grades or are from out-of-town will be expected to pay for the meal. The banquet site will be left to the discrimination of the Board of Education. The banquet and prom will end at 11:00 p.m., and this time also terminates the school's sponsorship. If there are additional activities after this hour, the sponsoring must come from the parents or another organization outside the school.

Section 8 – Drugs, Alcohol, and Tobacco

DRUG-FREE SCHOOLS

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

EDUCATION AND PREVENTION

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

Drug and Alcohol Use and Prevention

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

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations

All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

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

Safe and Drug-Free Schools—Parental Notice

Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

STANDARDS OF STUDENT CONDUCT PERTAINING TO DRUGS, ALCOHOL, AND TOBACCO

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

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

Disciplinary Sanctions

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

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

Intervention

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

Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Section 9 - District Policies/State & Federal Programs

TITLE I PARENTAL INVOLVEMENT POLICY

Winside Public School intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a-f) ESSA, (Every Student Succeeds Act) of 2015.*

In General

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

1. Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
2. Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
3. Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.

4. Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
5. Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
6. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
7. Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children

ACADEMIC INTEGRITY

Policy Statement

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

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

Definitions

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

1. "**Cheating**" means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.
 - Cheating includes, but is not limited to:
 - (a) **Tests** (includes tests, quizzes and other examinations or academic performances):
 - (1) **Advance Information**: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - (2) **Use of Unauthorized Materials**: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - (3) **Use of Other Student Answers**: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
 - (4) **Use of Other Student to Take Test**. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (5) **Misrepresenting Need to Delay Test**. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
 - (b) **Papers** (includes papers, essays, lab projects, and other similar academic work):
 - (1) **Use of Another's Paper**: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

- (2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - (4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - (5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.
- Plagiarism includes, but is not limited to:
 1. Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 2. Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
 - 3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

Sanctions

The following sanctions will occur for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.
2. Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

COPYRIGHT AND FAIR USE POLICY

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

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

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

COMPLAINT PROCEDURES

The board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community. While constructive criticism is welcomed, the board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change. Any meetings between employees and a student, parent, etc. are to be reported to the principal prior to their occurrence.

While speakers may, during public meetings, offer objective criticism of school operations and programs, the board will not hear personal complaints concerning district personnel nor against any person connected with the school system unless that complaint is an agenda item having followed the process described below. To do so could expose the board to a charge of being party to slander and would prejudice any necessity to act as the final review of administrative recommendations regarding the matter. The board president will direct the patron to the appropriate means for board consideration and disposition of legitimate complaints involving individuals.

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 any board consideration the following should be completed:

Complaint procedure

- Step 1 Matters concerning an individual student, teacher, or other employee should first be addressed to the teacher or employee most immediately or directly involved in the matter.
- Step 2 Unresolved matters from Step 1 or problems should be addressed to the employee’s building principal for certificated employees and the superintendent for support staff. At this level, if requested by the administrator, the complainant shall put the complaint in writing.
- Step 3 Unresolved matters from Step 2 regarding certificated employees or problems and questions concerning the school district should be directed to the superintendent.
- Step 4 If a matter cannot be resolved satisfactorily by the superintendent, it may then be brought to the Board of Education in writing. The board will follow policy 1005.01 in handling public complaints.

Conditions Applicable to All Levels of Complaint Procedure

- All information to be considered at each step should be placed in writing in order to be most effective.
- Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.
- Students and employees who believe they have been subjected to sex harassment in violation to Title IX should refer to the board’s policy titled “Title IX,” attached below.

DISCRIMINATION AND HARRASSMENT

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age, or any other unlawful basis that (1) has the purpose or effect or creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student’s school performance, or (3) otherwise adversely affects a student’s school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Andrew Offner at 402-

286-4466, aoffner@winsidewildcats.org, or in person at school. Students who believe that they have been subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: *Devin Gnat* at 402-286-4465, dgnat@winsidewildcats.org, or in person at school. Student who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 402-286-4466, aoffner@winsidewildcats.org, or in person at school. Students may report discrimination or harassment to any staff member who will then forward it to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

NOTICE OF NONDISCRIMINATION

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

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.D. 20250-9410, by fax (202) 690-7442, or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Schools participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) must include this statement in full, on all program materials used for public information, public education, or public distribution.

DESIGNATION OF COORDINATORS

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

Law, Policy or Program	Issue or Concern	Coordinator	Contact Info.
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent	203 Crawford Ave. Winside, NE 68790 402-286-4466
Title IX	Discrimination or harassment based on sex; gender equity	Designee	
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent	
Homeless student laws	Children who are homeless	Superintendent	
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent	

ANTI-DISCRIMINATION & HARASSEMENT POLICY

Elimination of Discrimination

Winside Public School hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students Purpose:

Winside Public School is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Winside Public School will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

- In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Winside Public School. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

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

MULTICULTURAL POLICY

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of

diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

NOTIFICATION OF RIGHTS UNDER FERPA

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

1. *The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.*

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. *The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.*

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. *The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.*

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

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

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

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student’s Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student’s parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student’s current grade;
4. Student’s enrollment status (e.g. full-time or part-time);
5. Student’s date of birth and place of birth;
6. Student’s extra-curricular participation;
7. Student’s achievement awards or honors;

8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Winside Public School.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

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

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit

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

NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION

The No Child Left Behind Act requires that the District provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

NOTICE CONCERNING STAFF QUALIFICATIONS

The Every Student Succeeds Act of 2015 gives parents/guardians the right to acquire information about the professional qualifications of their child's classroom teachers. Upon request, Winside Public Schools will give parents/guardians the following information about their child's classroom teacher:

- 1) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- 2) Whether the teacher is teaching under an emergency or provisional teaching certificate.
- 3) The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

*We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

**The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner.

***Finally, the District will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

STUDENT PRIVACY PROTECTION POLICY

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

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties

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

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive

The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials

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

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings

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

Protection of Student Privacy in Regard to Personal Information Collected from Students

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education

recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information

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

Annual Parental Notification of Student Privacy Protection Policy

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

Notification to Parents of Dates of and Right to Opt-Out of Specific Events

The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

- a. The collection, disclosure, or use of personal information collected from students for the purpose of collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).
- b. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,
- c. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

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

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

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the

following matters shall be deemed to be “sensitive” for purposes of this policy:

- 1) Political affiliations or beliefs of the student or the student’s parent;
- 2) Mental or psychological problems of the student or the student’s parent;
- 3) Sex behavior or attitudes;
- 4) Illegal, anti-social, self-incriminating or demeaning behavior;
- 5) Critical appraisals of other individuals with whom the student has close family relationships;
- 6) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- 7) Religious practices, affiliations, or beliefs of the students or the student’s parent;
- 8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PARENTAL INVOLVEMENT POLICIES

General - Parental/Community Involvement in Schools

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

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student’s progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents’ continued attendance at such activities will be based on the students’ well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children’s education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

STUDENT FEES POLICY

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

The District’s general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District’s policy is to provide free

instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

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

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

(1) Guidelines for non-specialized attire required for specified courses and activities

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

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

B. Courses

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

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

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

project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

4. **Music Course Materials.** Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
5. **Parking.** Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities—Specialized equipment or attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities—Fees for participation

Any fees for participation in extra-curricular activities for the current school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs

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

(6) Transportation costs

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

(7) Copies of student files or records

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one (1) copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or prekindergarten services

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

(9) Participation in summer school or night school

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy

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

(12) Distribution of Policy

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one (1) student resides, at no cost.

(13) Student Fee Fund

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

HOMELESS STUDENTS POLICY

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students

It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator

The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children

A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was

last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend Winside Public School based on it being the school of origin, the new school and Winside Public School shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

BREAKFAST AND LUNCH PROGRAMS

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers

the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
 - A publicly-announced, simple method for making an oral or written request for a hearing.
 - An opportunity to be assisted or represented by an attorney or other person.
 - An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.

- Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
 - An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
 - An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
 - The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
 - The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
 9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following information will be available in the office of the Superintendent:

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

TITLE IX SEXUAL HARASSMENT

It is the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Regional Office of Civil Rights of the Department of Education, or both.

The Board encourages students, employees and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the Title IX Coordinator or building principal, even if some elements of the related incident took place or originated away from school grounds school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination with the Title IX Coordinator.

The Board designates the following individual to serve as the District's Title IX Coordinator and may or may not have the same person serve as Compliance Coordinator:

Title: Devin Gnat

Office address: 203 Crawford Avenue Winside, NE 68790

Email: dgnat@winsidewildcats.org

Phone number: 402-286-4465

Other district employees filling key roles for implementing Title IX sexual harassment procedures include investigator(s), decision-maker(s), individuals to handle appeals, and individuals to facilitate an informal resolution process. Specific individuals filling these roles may vary from complaint to complaint as appropriate.

The Director of the Regional Office of Civil Rights can be contacted at the Kansas Office of Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, (816) 268-0550, by email to OCR.Kansas City@ed.gov,

The district is committed to providing a nondiscriminatory workplace for employees. It is committed to the

maintenance of a safe, positive learning environment for all students by providing student course offerings, counseling, assistance, services, employment, athletics, and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of employees and students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

The student's parents/guardian or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal. A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "Title IX sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. "Sexual assault" as defined in 20 USC 1092(1)(O)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30). These definitions are included in the procedures to this policy.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events, or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

When the alleged harassment or discrimination does not meet the Title IX definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable process for investigation.

Retaliation Prohibited

The District prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, or acted in opposition to practices the person reasonably believes to be discriminatory, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

Confidentiality

The District must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual

harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising under the regulations.

Notice Requirements

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) holding collective bargaining agreements with the district with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

Training Requirements

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including examination of evidence, handling hearings, appeals and informal resolution processes, when applicable, how to address complaints that do not qualify as Title IX sexual harassment, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and judgments of formal complaints of sexual harassment and are made publicly available on the District's website.

Conflict of Interest and Bias

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Determination of Responsibility

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for alleged conduct. A determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation in accordance with the process outlined in the accompanying regulation. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

Other Title IX Coordinator Duties

The Title IX Coordinator, along with the Compliance Coordinator, shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks, and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination,
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Review - Review of personnel practices and actions for discriminatory bias and compliance with laws against discrimination to include monitoring and recommending corrective measures when appropriate to written position qualifications, job descriptions and essential job functions; recruitment materials and practices, procedures for screening applicants; application and interviewing practices for hiring and

- promotions; district designed performance evaluations, review of planned employee demotions, non-renewal of contracts, and proposed employee disciplinary actions up to and including termination.
5. Student Access - Review of programs, activities, and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
 6. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related **areas**.
 7. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
 8. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Section 10 – 7-12 Technology Policy, Procedures, and Information

Winside Junior/Senior High School 1:1 Initiative

The focus of the 1:1 program at Winside High School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21st Century students is the Chromebook. The individual use of the is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with various means of technology integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all technologies used at Winside Public School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

RECEIVING YOUR CHROMEBOOK AND CHECK-IN

Receiving your Device:

Technological devices will be distributed each fall. Parents & students **MUST** sign and return copies of the Technology Protection Plan, Student Pledge, and Acceptable Use Policy documents along with the Annual **\$35 Fee for Chromebooks/\$50 Fee for Laptops** before the technological devices can be issued to their child. The Technological Protection Plan outlines the requirements for obtaining the technological device.

Chromebook Check-In

Technological devices, chargers, and cords will be returned during the final week of school during the student checkout so they can be checked for serviceability. If a student transfers out of the Winside Public School District during the school year, the technological device, charger, and cord will be returned at that time. Students who withdraw, are suspended or expelled, or terminate enrollment at Winside Public School District for any other reason must return their individual school technology on the date of termination.

Check-In Fines

Students who withdraw, are suspended or expelled, or terminate enrollment at Winside for any other reason must return their individual school technological device on the date of termination. If a student fails to return the technological device, charger, and cord at the end of the school year or upon termination of enrollment at Winside, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the technological device. Failure to return the technological device will result in a theft being reported with the Wayne County Sheriff Department. Furthermore, the student will be responsible for any damage to the technological device, consistent with the District's Technology Protection Plan and must return the technological device and accessories to the Winside High School Office in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the technological device.

TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of the technological device they have been issued by the school. Technological devices, chargers, and cords that are broken or fail to work properly must be taken to the office for an evaluation of the equipment. This needs to be done immediately.

General Precautions

- The device is school property and all users will follow this policy and the Winside Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Device and case must remain free of any writing, drawing, stickers, or labels that are not the property of the Winside Public School District.
- Devices must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their battery charged for school each day.
- Students must keep their device in the protective case, provided by the school, at all times. No personal cases are to be used and while at home the device is to remain in case at all times

Screen Care

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not “bump” the device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

USING YOUR DEVICE AT SCHOOL

Technological devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars and schedules may be accessed using the device. Students must be responsible to bring their charged device to all classes, unless specifically instructed not to do so by their teacher.

Devices Left at Home

If students leave their device at home, they are responsible for getting the course work completed as if they had their device present.

Undergoing Repair

Spare devices may be issued to students when they leave their device for repair with the office. There may be a delay in getting a device should the school not have enough to loan.

Charging Your Battery

Devices should be brought to school each day in a fully charged condition.

Screensavers/Background Photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Passwords are NOT to be used.

Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teachers for instructional purposes.
- Music is allowed on the device and can be used at the discretion of the teacher.
- Internet games are not allowed on the devices unless uploaded by Winside staff.
- All software/apps must be district approved. Data storage will be through apps on the device and email to a server location.

Printing

Printing is not available via the device.

Home Internet Access

Students are allowed to set up wireless networks on their devices. This will assist them with device use while

at home.

SAVING TO THE DEVICE

Saving to the Chromebook

Students may save work to the home directory on the device on a limited basis. It is recommended that students email documents to themselves for storage on a flash drive, utilize Google Drive, or district server. Storage space will be available on the device —BUT it will NOT be backed up in the case of reimaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.

Network Connectivity

The Winside Public School District makes no guarantee that their network will be and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

SOFTWARE ON DEVICES

Originally Installed Software

The software/Apps originally installed by Winside Public School must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from device at the completion of the course. Periodic checks of devices will be made to ensure that students have not removed required apps.

Additional Software

Students are not allowed to load extra software/apps on their devices. Winside Public School will synchronize the devices so that they contain the necessary apps for school work. Students will not synchronize devices or add apps to their assigned device, to include home syncing accounts.

Inspection

Students may be selected at random to provide their device for inspection. If we have reason to suspect that any unacceptable activity or damage has been done to any device, Winside Public School reserves the right to bring the device to the office for inspection.

Procedure for Reloading Software

If technical difficulties occur or illegal software, non Winside installed apps are discovered, the device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage.

Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their device for periodic updates and syncing.

PROTECTION AND CARE

Device Identification

Student devices will be labeled in the manner specified by the school. Any label applied to the device by Winside Public School is NOT to be removed. Chromebooks can be identified in the following ways:

- Record of serial number
- Winside Public School laser engraving

Storing Your Device

When students are not using their devices, they should be stored in their lockers. Nothing should be placed on the top of the device when stored in the locker. Students are encouraged to take their device home every day after school, regardless of whether or not they are needed. Devices should not be stored in a student's vehicle at any time. If a student needs a secure place to store their device, they may check it in for storage in the office.

DO NOT leave your device in a place that is experiencing extreme hot or cold conditions. Extreme heat will damage the unit itself. Extreme cold will cause severe screen damage. (i.e. Car, Heating vent, Fireplace etc...)

Device Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer labs, locker rooms, unlocked classrooms, dressing rooms, and

hallways. Any device found in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the office. Violations may result in loss of privileges.

Devices at School Events or Functions

Under no circumstances should devices be taken to out-of-town events or on a school field trip or function. Unless it is previously approved by Administration prior to event.

REPAIRING AND REPLACING YOUR DEVICE

School District Device Fee

School District device Fee is required for students and parents to cover device repairs in the event of theft, loss, or accidental damage. There is an annual ***\$35 Fee for Chromebooks/\$50 Fee for Laptops*** for each device. Families are eligible for financial assistance if student qualifies for Free/Reduced Meals. All inquiries will remain confidential.

Reporting Damage

Any device lost or damages must be reported to the high school office.

ACCEPTABLE USE

The use of the Winside School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Winside Public School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Winside Public School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Winside Public School District's Acceptable Use Policy as the Student Handbook shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Parent/Guardian Responsibilities:

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

School Responsibilities:

- Provide Internet and Email access to its students.
- Provide Internet blocking of inappropriate materials as able.
- Provide network data storage areas. These will be treated similar to school lockers. Winside School District reserves the right to review, monitor, and restrict information stored on or transmitted via Winside Public School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

Students are Responsible for:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Winside Public School District's designated Internet System is at your own risk. Winside Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Winside Public School District protect our computer systems/devices by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure their device after they are done working to protect their work and information.

- If a student should receive email containing inappropriate or abusive language, or if the subject matter is questionable, he/she is asked to report the email to the office.
- Return their device to the office at the end of each school year.

Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports, and other forms of student work.
- Messaging services.
- Internet/Computer games.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of device settings (exceptions include personal settings such as font size, brightness, etc).
- Downloading apps.
- Spamming-sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of school's internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as MSN Messenger and Yahoo Messenger.
- Students are not allowed to give out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism: any malicious attempt to harm or destroy hardware, software, or data, including but not limited to, the uploading of creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Bypassing the Winside Public School web filter through a web proxy.

Device Care

Students will be held responsible for maintaining their individual devices and keeping them in good working order.

- Only labels or stickers approved by the Winside Public School District may be applied to the device.
- Devices that malfunction or are damaged must be reported the office. The school district will be responsible for repairing devices that malfunction. Devices that have been damaged from accidental damage will be repaired by the school on the first offense. The yearly fee applies to the repair or replacement cost for the first damage offense. Any additional damage offense will be charged to the student.
- Students will be responsible for the full cost of repair or replacement to any device that has been damaged intentionally, misused or neglected. The yearly fee cannot be applied to any of the above mentioned actions.
- Devices that are missing or stolen must be reported immediately to the office.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or a parent.
- Plagiarism is a violation of the Winside Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Winside Student/Parent Handbook guidelines. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

Student Discipline

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

1st Offense: Student(s) will check in/check out their device from the office daily for a set period time, determined by Administration.

2nd Offense: Device privilege suspension (student still responsible for all required work) for a set period time, determined by Administration.

3rd Offense: Loss of device privileges for a length of time determined by the administration.

*Subsequent offenses will result in other disciplinary actions which may include suspension or expulsion.

Acceptable Use Policy for Student E-mail

It is the policy of the Winside Public School District that student e-mail will be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of e-mail privileges for the user.

Users of the student e-mail system are responsible for their use of the e-mail. The use of the e-mail must be in support of education and research and must be consistent with academic actions of the Winside Public School District and will be under the supervision of Winside Public School District staff and faculty. These policies regarding use of Winside Public School District resources are in effect both inside and outside of the school environment and for the duration of a student having a Winside Public School District email account.

A responsible e-mail user will:

- NOT transmit any inappropriate pictures, images, videos or audio (e.g. pornography, graphic violence, etc.).
- Report to school officials any email containing pictures, images, videos or audio (e.g. pornography, graphic violence, etc.).
- Use language that is considered appropriate.
- Be polite.
- Send information that other users will not find offensive.
- Keep his/her email password private and NOT share it with other students.
- Never reveal personal information about any user such as address, telephone number, credit card numbers, social security number, etc.
- Not use email to share answers to exams and assignments with other students.

A responsible e-mail user must be aware that:

- Use of the e-mail is a PRIVILEGE, not a RIGHT.
- E-mail is not guaranteed to be private. The content of all email messages and attachments sent, received and deleted are archived and are easily retrieved. There should be no expectation of privacy in anything created, sent, received or stored using school resources.
- Violation of this policy will result in the possible loss of e-mail privileges.
- Persons issued an account are responsible for its use at all times.

School email may NOT be used for the following:

- Any type of harassment of an individual or organization.
- For personal gain (Financial or otherwise to make a profit.)
- Chain letters (e.g., any communication which requests or demands the recipient forward the message to one or more individuals)
- "Get rich quick" or "pyramid schemes"
- Deliberate acts associated with denying, interfering with, or disrupting networking or email service of the Winside Public School District or that of any other agency.
- Attempts to perform mass mailings.
- Any unlawful activity.
- To deliberately alter or attempt to conceal their true return email address, or the origination location of the message.
- To deliberately set forth to interfere with the reception of e-mail by an individual.
- To deliberately set forth to intercept or receive, and/or view another individual's e-mail without that user's consent.

Winside Public School District does not take responsibility for any data corruption, destruction of electronics, loss, or any other liability for the use of a student's email account resulting from an email virus or activity of a student account. Student email accounts will be deleted within three months after student graduation or upon the student leaving the district.

WINSIDE SCHOOL DISTRICT TECHNOLOGICAL DEVICE REPAIR / REPLACEMENT AGREEMENT - Grades 7-12

The Winside Public School District recognizes that with the implementation of the 1:1 initiative there is a need

to protect the investment both by the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection, and insurance.

The Technology Fee is for students and parents to cover Technological device replacement in the event of theft, loss, or accidental damage. The protection cost is **\$35 Fee for Chromebooks/\$50 Fee for Laptops**. This plan will include one repair or replacement. Additional repairs or replacements will be the full responsibility of the student. Parents will need to pay the technology fee at the Winside High School office before your student is allowed to check out a device and take it home for use.

Students will be responsible for the full cost of repair or replacement to any device that has been damaged intentionally, misused, or neglected. The **\$35 Fee for Chromebooks/\$50 Fee for Laptops** cannot be applied to any of the aforementioned actions.

Personal Home or Homeowner's Coverage --- Students or parents may wish to carry their own personal insurance to protect the device in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook.