

**MAYWOOD PUBLIC SCHOOL**  
**2013-14 Student Handbook - Table of Contents**

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# **MAYWOOD PUBLIC SCHOOL**

## **2013-14 Student Handbook**

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

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. 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.

### **TO THE STUDENT**

Maywood Public School is proud to have you as a member of its student body. We hope you realize you are a member of a fine school, which is recognized for its excellence in both its academic and activity programs; however, you need to be aware that the reputation of your school depends upon the efforts and attitudes of each individual student. In order for the school to continue in its past tradition of excellence, we must all do our part. As a student you can make a positive contribution by doing your best in everything you do, by participating in the school's activity program, and by cooperating with others. This cooperation can best be achieved by being familiar with the rules, regulations, and guidelines in this handbook.

### **NOTICE OF NON-DISCRIMINATION**

The school district shall not discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its education programs, activities, or employment policies in compliance with Title VI and VIII of the Civil Rights Act, Title IX, the Rehabilitation Act, the Nebraska Equal Educational Opportunity Act, the Americans with Disabilities Act, and all other relevant civil rights statutes and regulations.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a grievance using the district's grievance procedures.

Inquiries regarding compliance with Title IX, the Nebraska Equal Opportunity in Education Act, Section 504, or Title VII may be directed to the Superintendent.

## **SCHOOL DIRECTORY**

### **Board of Education**

Lyle Koester, President  
Brett Wood, Treasurer

Sheri Hartley, Vice President  
David Dodson, Member

Donita Werkmeister, Secretary  
Lance Hastings, Member

## Faculty and Staff

### Administration

Mike Williams, Superintendent

Trent Benjamin - Principal

### Faculty

#### Elementary

Tonya Baker - Music  
Cindy Bollish – 4<sup>th</sup> Grade  
Shauna Donohoe – 2<sup>nd</sup> Grade  
Toni Hottovy - Kindergarten

Adrienne Johnson – Art  
Charles Jones – Physical Education  
Vicki League – Speech  
Brenda Monson – Resource/Title I

Les Reinke – 5<sup>th</sup> Grade  
Jill Schaeffer – 3<sup>rd</sup> Grade  
Alicia Shirley – 1<sup>st</sup> Grade  
Kim Stengel – Guidance

#### Secondary

Janice Arent – Business/Act. Director  
Tonya Baker – Music  
Patricia Bauer – Middle School  
Kyle Carroll – Social Studies  
Deb Cole – Spanish  
Molly Greene – Math

Mark Heaton - English  
Adrienne Johnson – Art/Driver’s Ed  
Robyn Johnston – Media Spec./English  
Charles Jones – Physical Education  
Bryson Kennedy – Ind. Technology/  
Phys. Ed.

Dustin Kinnison – Science  
Brenda Monson –  
Resource/Title I  
Katy Snyder – Agriculture  
Kim Stengel – Guidance

#### **Bus Drivers**

Mike Evans  
Dixie Frink  
Norma Votaw  
Lisa Werkmeister  
Troy Werkmeister  
Dona Wood

#### **Cooks**

Marlene Jones  
Lorraine Mullen

#### **Custodians/Maintenance**

Christine Doxon  
Mike Evans  
Deanna Merritt

#### **Clerical/Aides**

Deb Covey  
Barbara Fritsche  
Lisa Gerlach  
Nicole Lanning  
Guadalupe Rodriguez  
Amy Williams

## GENERAL INFORMATION

### ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES

Maywood Public School, in conjunction with standards of student conduct elsewhere adopted by Board policy or administrative regulation, to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises, school vehicles, or as a part of any of the school's activities. This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the district during regular school hours or after school hours at school sponsored activities on school premises and at school sponsored activities off school premises.

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

1. Possession of a controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.

4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of a drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

The violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short-term suspension, long-term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

It shall be the practice of Maywood Public School to provide each student of the district 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 part of any of the school's activities. Such standards of conduct and the district's policy of disciplinary sanctions that may be taken for violation of such standards of conduct shall be given to each student and his or her parent or parents or guardian prior to the commencement of each school year on a form to be developed by the administration or Board of Education.

It shall be the further practice of the district to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be issued in duplicate and shall contain the prominent letters the following language:

"THIS RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS A PARENT OR GUARDIAN OF A STUDENT ATTENDING MAYWOOD PUBLIC SCHOOL, DISTRICT #46, HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT ENACTED FOR STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST 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 AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO RECEIVE ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREINABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

It shall be the practice of Maywood Public School to provide information to all students concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within 100 miles of the administrative office of the district, or, where no such resources are found, within the state of Nebraska. Information concerning such resources shall be available to all of the students of the district.

In the event of disciplinary proceedings against any student for any district policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and the student's parent or parents or guardian.

### **ALERT NOW**

The school uses a telephone messaging service that will incorporate phone numbers parents/guardians have given us to use to contact them. The phone numbers could be home numbers, cell numbers, even business numbers, as well as any e-mail addresses that have been provided. The reason for these messages will be primarily calendar issues

(i.e., are we having school, not having school) or other issues as they arise. It will not be used to remind parents and students of regularly scheduled calendar events.

### **ANNOUNCEMENTS**

Teachers and/or students wanting information placed in the daily announcements must have the information in the office by **4:00 p.m. the preceding day**. The sponsor of the group and/or the administration must approve all announcements concerning class meetings, pep rallies, organization meetings, or other items of interest. Items of questionable taste will not be printed.

### **APPOINTMENTS DURING SCHOOL HOURS**

Students should try to make dental and doctor appointments or other appointments of like nature, for after school hours. They should make sure that these appointments do not interfere in any way with their school duties. If a special situation calls for an appointment during school hours, students should bring a statement from the doctor's office verifying the appointment or have their parent contact the school office.

### **ASBESTOS MANAGEMENT PLAN**

The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress to identify and develop solutions for any problems that school may have with asbestos. Our facilities have been inspected by a certified asbestos inspector, as required by AHERA. The inspector located, sampled and rated the condition of the hazard potential of all material suspected of containing asbestos. We are pleased to report that our school does not contain asbestos materials which are reported to be damaged or significantly damaged.

Under the law, we still must maintain an asbestos management plan for the school and assign a designated asbestos coordinator to ensure no asbestos is introduced into the school. This plan is available for inspection in the school during regular school hours. We will continue to ensure that a healthy, safe school environment is maintained. Any inquiries may be directed to Mike Evans, designated asbestos coordinator, telephone 308-362-4223.

### **ATHLETIC EVENT ATTENDANCE RULES**

The following rules pertain to attendance during indoor games. Students who fail to observe these rules will be asked to leave the school.

1. Once the game has started, students may not cross the playing floor.
2. No one is allowed in the portion of the school facility that is not being used in association with the school activity unless given permission from a sponsor directly involved with the activity or the administration.
3. The school's dress code is in effect during all school activities.
4. During school hours, students who wish to watch a brother or sister participate at home activities may do so **only** with advanced parental notification to the office. The classes missed will be counted as absences.

### **ATTENDANCE GUIDELINE**

Going to school is a full time job for all students. Regular and punctual attendance is an important factor to a student's success in school and later life. School is the basis for a student's reference or recommendation for a job or to higher educational institutions. A student's attendance in school will be a prime consideration when making such references.

Irregular attendance is the most frequent cause of a student's difficulties and failure in school. Parents can greatly aid the school in promoting good attendance if they will not ask to have their children excused except in cases of illness or emergency. The following attendance guideline will be in effect for all students in grades 7-12:

1. On the day of an illness or emergency that will cause a student to be absent, a parent or guardian is asked to call the school (362-4223) before **8:30 a.m.** If no call is received by that time, the office will attempt to contact a parent.
  - a). Any **advance** notice from a parent (telephone call or note) will be considered an excused absence. **Such notice must be given in advance. A note brought in by the student upon returning to school that day or the following day will be accepted.**
  - b). If a student calls the school to let the office know that he/she is ill, the student must bring a note from one of the student's parents upon returning to school.
  - c). An unexcused absence will occur when the above procedure is not followed or if the administration, based on evidence presented, determines the policy has been abused.
  - d). **Oversleeping is an unexcused absence.**
  - e). An unexcused absence will have the consequence of serving a detention equal to double the time missed from school.
2. When students know that they will be absent, they must bring a note from their parents stating the date, time, and reasons for the absence. A telephone call is also acceptable. Students in grades 7-12 will be responsible for contacting their teachers to get their assignments in advance. The teacher may require these assignments be handed in before the absence. If not, the student should have the assignment ready to hand in upon returning to school.
3. Any students in grades 7-12 having accumulated six (6) or more absences (excused or unexcused), in any one class in any one semester, and without extenuating circumstances as determined by the administration, will be required to make up time equivalent to that missed beyond the six (6) session limit each semester. Time may be made up before school, after school, or on days when school is not in session. Students who fail to make up the required time will have their graduation credits for that class reduced one credit per session not made up beyond the six (6) session limit. The administration will inform the student and parent when the student may begin to make-up the required time. The deadline for making-up the time is two (2) weeks from the completion of the semester in which the attendance violation occurs.
4. Except in extenuating circumstances, the types of absences that will not count against the student's six (6) session limit (called verified absences) will be absences verified by a doctor's note, hospital confinement, the death of immediate family, school sponsored activities, job shadowing, and school arranged college visitations. Any extenuating circumstances will need to be approved by the administration. Court appearances will not be counted as verified absences and will count against the six (6) session limit each semester.
5. When a student in grades 7-12 has an excused absence due to an illness, time equal to that missed plus one (1) day will be allowed to turn in any makeup work. Any assignments or tests handed in by the class or given during an unexcused absence will result in a zero for that assignment or test. Extended time for excused makeup work may be granted at the discretion of the teacher. Elementary students have two days for every day they are absent to make up schoolwork missed. **It is the responsibility of the student to get makeup work from the teachers.**
6. If a student is absent on the day of a test or other assigned work that was announced while the student was in school, the test or work must be made up on the day the student returns to school or at the teacher's convenience. When a student is aware of a scheduled test or assignment before an absence, the assignment or test will be handed in or taken on the scheduled day. Example: A test or assignment is announced on Monday for the following Friday. The student is then absent on Wednesday and Thursday. On the day the student returns (Friday), the test must be taken or the assignment handed in that day unless other arrangements have been made with the teacher.
7. When a student will be absent to participate in a school-sponsored activity (e.g., field trip, athletic contest, music clinic), the student's name is to be listed in the announcements in advance by the teacher, coach, or sponsor involved. These students will be responsible for contacting the teachers before leaving to obtain assignments that will be missed. Teachers may request assignments to be handed in before the student leaves. Assignments will otherwise be due upon returning to school. It is also the student's responsibility to contact the teacher to arrange to make up tests.

8. If it is necessary for a student to leave school before dismissal time because of an illness or an unforeseen event, **the student must go to the office before leaving the building.** The student will be released after office personnel have contacted the parents to inform them that the student is going home. **No student should leave the building without permission from the administration.**
9. Students who leave the building without permission from the administration, office personnel will be considered **unexcused** (see p. 34). A student aide working in the office is not authorized to check a student out of school.
10. Any student missing more than one half of a period will be counted absent that period. The exception is school-sponsored activities where the student is a participant.
11. The school will gather assignments when requested for a sick child; however, please realize that this takes time. Assignments requested in the morning may be picked up after school. Assignments requested after 12:00 may be incomplete. **If assignments are requested, please pick them up.**
12. When a student is absent from school and no advance notice or phone call is received by 8:30 a.m.:
  - a). Office personnel will call to be sure parents are aware of the child's absence. When the call is made the parent will be reminded of the school policy requesting a call when a student is absent. The student's name and the date will be recorded. If no one is home or there is no phone, the parents will be notified by mail. No note is necessary when there has been contact between office personnel and parents.
  - b). On the second absence without notification from the parents, a letter will be sent.
  - c). If a third absence with no phone call occurs, the absence will be unexcused and the student will have to make up double the time equal to that missed. Any assignments or tests handed in by the class or given during an unexcused absence will result in a zero for that assignment or test.
  - d). Parents who have unusual circumstances (leave for work before the child gets up for school or have no phone) should make prior arrangements with the administration.

Attendance in grades K - 5 will be taken on a twice daily basis rather than per period. Students in K-6 who miss nine (9) days in a semester without appropriate verification as described above will be reported to the county attorney per state statute for truancy.

It is recommended that if a child has a sore throat, fever, or upset stomach that child should remain at home. Please have skin disorders or any other condition that may be contagious checked by a doctor before sending your child to school. Elementary children who become ill at school will not be sent home until parents are notified and arrangements made.

## **BUS RULES**

PARENTS: Please go over these rules with your children. Student safety is our most important consideration and their knowledge of and compliance with the rules are imperative. Students should follow these rules:

1. Be careful in approaching bus stops. Walk on the left toward oncoming traffic. As the bus approaches do not cross the road in front of the bus until it comes to a complete stop.
2. When the bus stops either at your driveway or at the school, do not crowd to get on the bus. Don't approach the bus until it comes to a complete stop. Children are reminded to stay back from the curb until the bus stops.
3. When leaving the bus at your driveway, walk ten to twelve feet in front of the vehicle and look both ways before crossing.
4. When the bus approaches a railroad crossing, students should be quiet so the driver may listen for oncoming trains.
5. Remain seated at all times while the bus is in motion. In preparing to get off the bus, stay in your seat until the bus comes to a complete stop.
6. Older children should look after the safety of younger children.
7. Keep arms, legs, and hands inside the bus at all times.
8. Refrain from loud talking, playing, or fighting on the bus. Confusion distracts the driver's attention and could result in a serious accident. Do not visit with the driver.
9. Be courteous at all times. Obey the driver.



10. Be on time at the bus stop to keep the bus on schedule. If the student is not at the stop when the bus arrives, he/she should be leaving the house by the time the bus stops. No more than two minutes will be allowed for waiting in any case.
11. Students can only ride their regularly assigned bus and disembark from the bus at the regular bus stop. Office personnel must be informed of any changes in student riding status. No changes will be made in the location of bus stops or bus routing without the approval of the administration.
12. Be helpful in keeping the bus clean and sanitary. Please do not leave belongings on the bus.

Violation of these rules will result in the student being reported to the school administration. If necessary, students will be denied the privilege of riding the school bus. Consequences for violating these rules could include, but not be limited to, a verbal warning, assigned seating, a visit with the parents/guardians, or removal from the bus. Depending on the seriousness of the infractions, a student could be removed from the bus on the first or second offense. While riding the bus, please remember that the bus driver is the authority. Please respect the driver's directives as they are for your well-being.

### **CARE OF THE BUILDING**

This is your building. Pride in your school building and its furnishings may best be expressed through each student by careful use. Careful attention to the protection of school property is essential. Marring walls or furniture in any way destroys the beauty and usefulness of our school. Counters and tables are made to work on, not sit on. Students who are seen doing so will be disciplined accordingly. The same is true of propping feet on chairs and/or tables.

Any time a school organization is sponsoring some type of project, that project should always be cleared through the administration who in turn will inform the custodial staff. Painting of any kind must be cleared with the administration. We have a beautiful, well-maintained building and the custodians are largely responsible for this. We need to support their efforts.

### **CELL PHONES, MP3/CD PLAYERS, ELECTRONIC DEVICES**

Students may not use cell phones, MP3 players, CD players, or other electronic devices in the building during school hours (8:00-3:45) as these can cause distractions to the educational process for the student, the other students, and the instructor. Students who violate this policy will have their cell phones or pagers confiscated immediately. The administration will return confiscated devices to the offending student's parents or guardian after meeting with the parent or guardian to discuss the violation. Students who violate the rule may, at the discretion of the administration, be subject to additional discipline, up to and including suspension or expulsion.

### **CLASS LOADS AND DROP AND ADD**

All students in grades 6-12 will carry eight (8) classes each semester, with these exceptions:

1. Students in grades 7 and 8 band will be in a study skills class.
2. Any senior is eligible to be an office, library, or teacher aide with permission of the administration and the respective teacher.
3. Any senior is eligible for a work release employment experience to last no longer than three (3) periods each day.

At the beginning of each semester will be a three (3) day drop and add period for the students to make changes in their schedule. Students will need to (1) pick up the drop and add form from the guidance counselor, (2) have the teacher from the class being dropped and the teacher from the added class sign the form, (3) have the parent/guardian sign the form, and (4) then have the Principal approve and sign the form for the change to be made

complete.

### **CLOSED CAMPUS**

Maywood Public School operates under a closed-campus policy. Students are not allowed to leave the building during the school day, 8:05 a.m. until 3:44 p.m., without permission of a student's parents or legal guardians and the administration. Some exceptions may be made to this under administrative discretion.

### **COLLEGE VISITATIONS**

Time is provided for visitations to college and tech schools; however, the school does not sponsor these trips or provide transportation. Seniors who follow the guidelines listed below will be allowed two (2) college visitations and not have the days missed counted against their attendance record.

1. The visit must be arranged through the guidance counselor.
2. Students must provide evidence from the college that the trip was made.
3. Parents must notify the school twenty-four (24) hours in advance if the student plans to make one of these visits.
4. Parents are strongly encouraged to attend the college visitation with their son or daughter.

### **CORRESPONDANCE COURSES**

Correspondence courses are available to students through the University of Nebraska or other sources. All costs are the responsibility of the student and his/her parents.

### **COUNSELING AND GUIDANCE SERVICES**

The counseling department has been established to serve students in kindergarten through grade twelve. Students are encouraged to see the counselor for information or counseling. If the counselor is not in the office, parents and students are encouraged to leave a note so a conference can be scheduled.

As parent(s)/legal guardian(s) of a minor child(ren), your signature(s) on the signature page of the Maywood Public Schools Junior/Senior High Handbook constitutes written consent for your child(ren) to receive guidance/counseling services as provided by Maywood Public Schools, District #46. If you do **not** give consent for your child(ren) to utilize and participate in the guidance and counseling activities provided by District #46, please provide written notification to the School Office.

Elementary counseling is primarily developmental. The counselor meets with small groups or the class to discuss self-concept, verbal and nonverbal communications, "I" messages, development of vocabulary to express feelings, and growth patterns.

The secondary guidance program consists of The Nebraska Career Connections and EducationQuest Programs, which consist of computer searches for careers that have certain characteristics, descriptions of over 500 jobs, military opportunities, and information about Nebraska post-secondary institutions. The guidance counselor has catalogs from the Nebraska and most of the neighboring state's schools and colleges, which are available for students' use. Representatives from most of the Nebraska colleges and tech schools visit the school. Students are encouraged to visit with them to become informed about various opportunities.

Seniors who are planning to go to college should be aware of the following steps in getting ready for college:

1. Students should take the ENHANCED American College Test (ACT) in the spring of their junior year or by December of their senior year. Applications are available in the counselor's office. Students usually take the test Saturday morning in McCook or North Platte. The Enhanced ACT dates for 2013-14 are as follows (please verify dates with Guidance Counselor):

<u>TEST DATE</u>	<u>REGISTRATION DEADLINE</u>
September 21, 2013	August 23, 2013
October 26, 2013	September 27, 2013
December 14, 2013	November 8, 2013
February 8, 2014	January 10, 2014
April 12, 2014	March 7, 2014
June 14, 2014	May 9, 2014

**MAYWOOD'S IDENTIFICATION NUMBER IS 281-445**

This number is also used on the financial aid forms.

2. Seniors will be given a scholarship booklet, which will list all of the local, area, and college scholarships. The booklet will include selection criteria, amount of the scholarship, and how and when it will be paid.
3. Students and parents should plan to visit all of the colleges they are considering. Most colleges will make arrangements for the students to talk with a professor in the area of interest. The counselor is willing to arrange college visits.
4. Approximately four (4) weeks after taking the ACT, an ACT application will be sent from the colleges where the scores were forwarded. If all the information is correct, the student should sign the application and return it to the college. Most of the colleges require an application fee. If the college requests a transcript, the student should ask the counselor to send one
5. Federal Aid Applications are usually available in January. These applications are at the student's expense not the schools'. Some schools ask parents to file this form.

If you have questions, please call the office at 362-4223.

The following is a list of some of the agencies and the organizations in this area, which could be a resource for you when in need of help for you, your family, or friends.

**AA** (Alcoholics Anonymous) - Group organization serving anyone with alcohol problems -McCook 308-345-6217, North Platte 308-

**Al-Anon** - Support for individuals of any age who have a problem with someone else's drinking or drug use - 308-345-2155

**Alateen** - Support for teenagers who have a problem with someone else's drinking or drug use - 308-345-2155

**Abuse Hotline** - Information and referral for individuals experiencing abuse - 1-800-652-1999

**AIDS** - Information and referral concerning the Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) -National Hotline 1-800-342-2437, Nebraska Hotline 1-800-782-2437, Nebraska Dept of Health - McCook 308-345-8420

**American Cancer Society** - Health issues education and information, volunteering - 308-345-3389 or 308-286-3634

**Child Abuse Hotline** - Confidential information and referral - 1-800-652-1999

**Drug Abuse Hotline** - Information and referral on drug abuse - 1-800-662-4357

**First Call For Help** - 24-Hour information and referral helpline for anyone needing assistance with life crisis, problems, and other physical or emotional needs – 1-877-532-4111

**Heartland Counseling Center** - Counseling and treatment for addiction problems - 308-345-2770

**Heartland Parent Education** - Provides information and support for parents needing help concerning children's behavior or physical condition - 308-345-2609

**Lutheran Family Services** - Counseling for emotional problems and alcohol/drug education classes based on a sliding fee scale - 308-345-7914

**Other Centers** - Valley Hope, Norton, KS; Richard Young, Kearney

**Nebraska Children's Home** - Pregnancy counseling and adoption information- 308-534-3250

**Nebraska Department of Health** - Health and disease information - 308-696-1201

**Nebraska Department of Health and Human Services**- 308-535-8200 or 1-800-778-1611

**Nebraska Department of Social Services** - Financial problem solving, food stamps, referral, information and support for individuals needing assistance - 308-345-8420

**Region II Human Services**-Counseling and Out-Reach programs 308-324-6754 Client Crisis Hotline-308-532-3351 or 1-877-709-3351

**Sexually Transmitted Disease Hotline** - Venereal and other sexually transmitted disease information and referral - 1-800-227-8922

**Young People's Alcoholic Anonymous**- 308-345-2020

## **CRISIS RESPONSE TEAM**

The purpose of the Maywood Public School Crisis Team is to assess crisis situations and plan intervention strategies for students, faculty, and community when the situation is deemed necessary by the team. Properly organized management of a crisis should reduce unnecessary emotional or psychological damage within the school and community.

To contact this team during the school year call 362-4223 week days between 7:30 a.m. and 4:30 p.m. or 362-4381 during the evenings or summer. Members of the team are Kim Stengel, Counselor (362-4381), Trent Benjamin, Principal (991-6721), Janice Arent (362-4249), Cindy Bollish, 4<sup>th</sup> Grade (963-4494), Deb Cole, Spanish (345-2258), Barb Fritsche (362-9222), and Robyn Johnston, Media Specialist (362-4426). The team provides the following services:

1. Meet to formulate an action plan.
2. Assist in handling media coverage.
3. Facilitate staff meetings to provide information related to the crisis.
4. Support school staff.
5. Help teacher's process information with students.
6. Work with students individually or in groups.
7. Be available for contact with parents.
8. Provide helpful, factual information to parents.

## **DATING VIOLENCE**

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

## **DETENTION**

Students should fully understand that any teacher or staff member in the building, in school vehicles, or at school sponsored activities have the authority to correct misconduct. Students required to make up time for detention will make up at least thirty (30) minutes. Student's who fail to make up their time, will have their detention time doubled. If a student does not report for detention on consecutive nights, then he/she will be reported to the Principal. Teachers, at their discretion, may have the students serve detention before or after school. Detention served for the administration will be served exclusively after school.

## **DISMISSAL FROM ACTIVITY TRIPS**

Students must travel to and from school-sponsored activities on school-provided transportation and under school sponsorship. Individuals who wish to return with their parents must make arrangements with the sponsor. Written or oral permission should be obtained from the sponsor **TO THE PARENTS**. Students who wish to be released to someone other than their parents must obtain special permission from the administration **and** will also be required to submit evidence of parental approval.

## **DRESS CODE**

Maywood students are expected to be clean and well groomed. Clothing that makes a reference to alcohol, tobacco, drugs, or sex (e.g., coed naked shirts) will not be allowed. Also prohibited are short shorts, shirts that do not cover all of the stomach and back (bottom of shirt should touch beyond the belt line), tank tops, mesh shirts, sleeveless shirts (unless arm openings are hemmed), bandannas, hats, and caps (exception: hats/caps may be worn at athletic events, but **not** at play productions, concerts, or other formal events). Tank tops and mesh shirts will be allowed only if worn over an acceptable shirt or blouse. Students are also expected to wear shoes or sandals in the building. These rules apply to the regular school day and all home and away school activities, including school dances.

Teachers or the administration 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. Multiple dress code violations will lead to disciplinary action.

### **Prom Dress Code**

As a culture we have always celebrated "special events" by wearing our best. The Maywood Public School Prom is a gala event. It is one of the biggest events for the young people of the community and surrounding area. Certainly an event that warrants wearing "one's best."

"Formal attire" is an appropriate term when associated with what has been traditionally followed at prom. Formal attire refers to at least dress slacks, dress shirt, and tie for the young men and evening gown for the young women. As part of a social education, students need to learn that, in some situations, only a certain type of dress is appropriate. It is the opinion of Maywood Public School that because prom is a "special event," a dress code should require certain expectations of what is appropriate in a special school setting.

Any accessories of dress (e.g., hats, tiaras) are the responsibility of the student(s). The school will not be held accountable for lost, stolen, or damaged items.

The following are what is expected of our students and their dates, even the out-of-town dates that attend the Maywood Public School Prom. It will be the responsibility of Maywood students to inform any out-of-town dates of these rules.

### **Young Men**

- At least dress slacks, dress shirt, and a tie.

### **Young Women**

- No dresses/outfits that show bare midriff;
- Two-piece dresses/outfits are allowed provided they do not expose any midriff;
- No dresses/outfits that have frontal cutouts that expose skin;
- No dresses/outfits that have a sheer see-through panel that shows midriff or other areas of the body;

- Dresses must be of a length that extends below the tips of the wearer's fingers when the wearer's hands are at her sides;
- Dresses/outfits shall not have a side slit that is higher than the tips of the wearer's fingers when the wearer's hands are at her sides

This dress code will be enforced for the entire evening; from the time students arrive to take pictures through the time the dance is over. Teachers or the administration 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.

## **DUAL CREDIT COURSES**

Maywood Public School may be offering dual credit courses via distance learning from Mid-Plains Community College and other potential sources. Students must have a passing score on the ASSET test in order to be enrolled in these courses. All costs of these courses are the responsibility of the student and his/her parents. The administration will make all decisions about whether dual credit courses would be allowed as a substitute for any required courses for graduation from Maywood Public School.

## **ELEMENTARY SECTION**

### **A Special Note for Kindergarten Parents**

Our kindergarten program will be largely devoted to building a background of experiences for children so that they will be able to associate meanings with words as more formal learning experiences follow in later grades. Because we believe that each child should be allowed, encouraged, and expected to develop at his own level, appropriate programs and materials should be provided to enhance the development of each student. A strong academic foundation and social and personal growth are our priorities in kindergarten. Our primary goals are:

1. To create an environment where children feel secure, are stimulated mentally, physically, and emotionally, and to grow and develop as curious, caring, self-confident, thoughtful, and responsible individuals who look forward to coming to school.
2. To provide experiences appropriate to each child's maturity level and personal background of experience.
3. To bridge the gap between the home environment and the school environment through class cooperation and frequent communication.

### **Important Outcomes of Kindergarten**

In order to meet the needs of both the children and the larger community in which they live and grow, the Maywood Public School will implement a kindergarten program, which will help:

1. Children learn to work both alone and in cooperation with other children in both informal and formal settings. Children learn that the things of a classroom - toys, books, paints, blocks, easels, record player, records, and computer - have both purposes and places. They learn how to use them and where to put them when the time comes to stop using them.
2. Children learn about rules and why we have them, how people (including children) make them, and how to follow them for the classroom and school.
3. Children learn about time, taking turns, sharing, respecting the rights of other, responsibility, and about the role of the teacher as an instructor, mediator, sustainer, counselor, and interpreter of rules.
4. Children increase their knowledge of language especially the relationship between words and things and the processes they represent. As appropriate, individual children should begin to learn how speaking relates to writing and how the two relate to what they say and do.
4. Children increase their knowledge of the number system and how it is related to quantities of real things in their environment -books, children, and blocks.

6. Children increase their knowledge of space and things within that space in the classroom, school, and the neighborhood.
7. Children increase their awareness of colors and shapes in nature and how these colors and shapes relate to the properties of real things in their environment.
8. Children learn about their bodies and how to keep them healthy and fit. They learn to develop strength, coordination, balance, dexterity, and motor control through active, vigorous physical activity.
9. Children acquire and maintain excitement about learning. They look forward to continuing the learning process with a sense of wonder and anticipation.

### **Extended Classroom Trips**

At various times in the school year the students have opportunities to take class trips outside of the school building to other locations in order to enhance the curriculum that they have been learning. These trips are very important and can give students important experiences that help them to better understand what they are being taught. In some instances parents may be asked to help the classroom teacher on these trips by being a chaperone. We ask that the parents that are asked to attend and help on these extended classroom trips follow the classroom teacher directives so that the experiences of the students are what the teachers was expecting from the trip.

### **Extra Shoes for Wet Weather**

During the winter months, children often come in from recess with wet shoes. If possible, children should have a second pair of shoes, which may be left at school. By having another pair of shoes available, the child will not have to sit in class with wet, uncomfortable, or cold feet.

### **Parking Lot/Driveway Safety**

Parents are asked to remind their smaller children that they are not to cut through the parking lot/driveway on their way to and from school.

### **Physical Education**

Elementary physical education engages students in activity that requires movement like running, galloping, skipping, and changing directions and levels. No student in elementary physical education classes will be allowed to participate in his/her bare feet or in socks. It is strongly recommended students bring tennis shoes to class or wear them to school. Flip flops, crocs, sandals, and other footwear are not recommended, but will not dismiss the student from the activity. However, the teacher will have the discretion as to the appropriateness of a student's footwear and whether the student should or should not participate for safety reasons.

Students will need a different pair of clean tennis shoes since their p.e. class will be in the gym. These shoes do not necessarily have to be new, but they do need to be clean and will stay here at school so that they remain clean and gravel free.

### **Retention**

If the classroom teacher and/or other involved school personnel detects significant delay in a child's emotional, social, mental, or physical development, the involvement of a multidisciplinary team will be requested in order to initiate an individually designed plan to help the child more successfully adapt to specific learning goals. If this plan fails to gain appropriate results, a recommendation to have the child tested by a qualified psychologist will follow. After careful analysis, review of these test results, and a conference involving the psychologist, parents, and multidisciplinary team members, retention recommendations will be discussed.

## **ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

The following eligibility requirements have been established by Maywood High School for participation in extra-curricular and athletic competition. Students must be aware of the following requirements:

1. Ineligibility means not passing any class with at least a 70% average;
2. Weekly eligibility is determined each Monday in each class with ineligibility beginning that day;
3. The administration will provide each teacher, coach and sponsor with a list of those ineligible on Monday;
4. The teacher must notify each student in his or her classes of the ineligibility;
5. The administration will send a letter to the parents of each ineligible student notifying them of the students' status for each particular week;
6. It is left to the discretion of each coach or sponsor whether or not the student will be allowed to participate in practices for each specific extra-curricular or athletic activity;
7. Any student appearing on the ineligible list for the second consecutive week in any class (does not have to be the same class) will be ineligible in all extra-curricular and athletic activities for the entire week and will remain ineligible until he/she is passing every class with an average of 70% or higher;
8. Any student appearing on the ineligible list in more than one class shall be ineligible for the entire week and will remain ineligible until he/she is passing every class with an average of 70% or higher.

These eligibility guidelines apply for the following junior high (where offered) and high school activities: football, volleyball, boys and girls cross country, boys and girls basketball, boys and girls track, golf, dance team, student council, National Honor Society, FBLA, quiz bowl, speech, band (except for holiday and spring concerts), and chorus (except for holiday and spring concerts).

## **EMERGENCY PROCEDURES**

Fire drills and tornado drills at regular intervals are required by law and are an important safety precaution. Other emergency procedures should be practiced as well. It is essential that when the first signal is given everyone obeys orders promptly and moves to the designated area(s) by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Fire and tornado drill instructions are posted in each classroom. Make it a point to familiarize yourself with these instructions.

The fire alarm is a signal for all pupils and teachers to make a quick, quiet and orderly exit from the building. When you are out of the building, you should stand at least 100 feet from it.

A tornado drill will be announced on the school intercom. Again, quiet, quick, and orderly movement is a must during a drill. An announcement on the intercom will return students to class following the drill.

In a situation where the school needs to be locked-down, these are procedures that will followed:

1. Each teacher will secure their classroom or assigned area door;
2. Student attendance will be taken. If a student or students are out of the room, the teacher will notify the Verification Team to inform them of who is out of that room and where they are thought to be;
3. School personnel will search for the unaccounted for students and relocate them to a secure area;
4. Students and teachers in secured areas will sit on the floor and if possible away from windows to limit visibility by intruders;
5. Students are to remain quiet and listen for instructions from the teacher or other supervisory adult with them;
6. Students are NOT to be on their cell phones as this will avoid unnecessary and/or false information being relayed and causing undue panic. Any communication with school officials or law enforcement will be done by the teacher or supervisory adult;
7. No one is to enter or leave the building unless directed to by office personnel or law enforcement.

## **EMERGENCY TELEPHONE NUMBERS**



It is very important that the school has at least two telephone numbers where parents may be reached during the school day. This is especially important when no one is at home during the day. Please send these phone numbers to school as soon as possible. Should you change baby-sitters or jobs, please let us know these changes.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

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

Maywood Public School may not disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student’s name, address, telephone listing, cell phone number, image or likeness of the student in pictures, videotape, film, or other medium, date of and place of birth, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), certain class work intended for publication on the Internet, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, and most recent previous educational agency or institution

attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of 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 any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

The No Child Left Behind Act of 2001 requires Maywood Public School to 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. Maywood Public School will comply with any such request.

**FOOD AND BEVERAGES IN THE CLASSROOM**

Individual teachers have the right to allow gum in their classes. Teachers who allow their students to chew gum in their classrooms assume the responsibility of making sure that gum stays off the floor and desks and any wrappers are properly disposed of. Under no circumstances is there to be food or pop in any of the classrooms without prior approval from the administration.

**GRADING SYSTEM AND HONOR ROLL**

Each semester will be considered a grading period and grades will be cumulative and figured on this basis. The grades reported at the end of the first and third quarters, or with any progress report, are simply benchmarks telling the student and his/her parents the progress of the student in his/her classes to that point.

The following is the grading scale that will be used at Maywood Public School.

100	A+	4.00
98	A+	4.00
96	A	3.89
93	A-	3.67
90	B+	3.33
88	B	3.00
85	B-	2.67
83	C+	2.33
80	C	2.00
77	C-	1.67
76	D+	1.33
73	D	1.00
70	D-	.67
69 and below	F	0.00

The honor roll will have two levels:                   Distinction (93% or higher)  
   Regular (85% - 92.99%)

Honor roll grades are rounded off to four places (90.5602 is not rounded off to 91, but to 90.56). Grade point averages are not rounded up.

**GRADUATION REQUIREMENTS**

Every student enrolled at Maywood Public School will have to meet the following graduation requirements (effective with the class of 2015) in order to graduate:

1. Successfully completing 280 hours of credit of which 150 hours must be (classes in parentheses are required):
  - a) Language Arts – 40 hours (English 9, English 10, English 11, and English 12; dual credit English classes may be substituted if educationally appropriate);
  - b) Math – 30 hours (Algebra I);
  - c) Social Studies – 40 hours (Geography, World History, American History, American Government);
  - d) Science – 30 hours (Physical Science, Biology)
  - e) Vocational Arts – 20 hours;
  - f) Fine Arts – 10 hours
  - g) Physical Education – 10 hours (Health/P.E.)
  - h) Electives – 130 hours;
2. Satisfactory school check-out before graduation exercises;
3. All classes, which meet five hours per week, will be considered a solid. Solid courses are ten hours of credit each year;
4. All courses offered are open to boys and girls;
5. Students who transfer from another school district after their 10<sup>th</sup> grade year who find it impossible to meet these graduation requirements may appeal, in writing to the administration for a review of their personal situation;
6. It is the primary responsibility of each individual student to make certain they register for the proper courses to meet graduation requirements. Consultation, regarding registering for classes, with the counselor and faculty is strongly recommended to all students. Students and parents are urged to discuss the student's class choices.
7. Students must register for 40 credit hours per semester, unless they are seniors with a work release contract.

\*\*The class of 2014 will still be required to have 220 total credit hours.

## **GUN FREE SCHOOLS ACT AND THE STUDENT DISCIPLINE ACT**

In 1994 both Congress and the Nebraska Legislature passed the Student Discipline Act and the Gun Free Schools Act. LB 658 was added in 1995 making the punishment for violation of the Gun Free Schools Act expulsion for one (1) calendar year.

The administrators at school have visited with every student in our school about these rules and the severity of punishment for violating them. We believe that every student now understands these rules and the punishment mandated by state law. We hope that each parent will help reinforce our efforts to insure that these rules will not be broken and year long expulsions will not be necessary.

The District's Firearm Policy is as follows:

**Firearms.** No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term "firearm" is defined as any object that is designed to or may readily be converted to expel any projectile by the action of an explosive or frame or receiver of any such weapon.

**Weapons.** No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except

as permitted by this policy. **Definition of Weapon.** The term “weapon” is defined as a firearm or any other object or material that is ordinarily or generally considered a weapon.

**Exceptions Regarding Firearms.** This prohibition does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or
2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor; or
3. Firearms contained within a private vehicle **operated by a nonstudent adult** that are not loaded **and** are encased or are in a locked firearm rack that is on a motor vehicle. **Definition of Encased.** The term “encased” means enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

**Exceptions for Students.** The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose; and
2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so;
3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

**Consequences.** Federal law requires that any student who brings a firearm, as that term is defined in 18 United States Code 921, to school be expelled from school for one calendar year. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a firearm or weapon on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be expelled for two semesters, suspended on a long-term basis or mandatorily reassigned. The superintendent of school shall have the authority to modify the expulsion requirement on a case-by-case basis.

**Confiscation of Firearms.** Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

1. **Report to Law Enforcement Authorities.** All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm or weapon to school.

## **HALL PASSES**

Students who are out of the classroom must have a pass. The following are guidelines concerning hall passes:

1. A student needs a hall pass signed by the ITE or art teacher before he/she may go to the shop or art room from another classroom.
2. A student needs a hall pass signed by the teacher before going to the media center. The purpose of the visit must be stated on the pass.
3. Students may not be dismissed from a class to obtain a pass from another teacher to go to another area.

4. Students must have a pass to come to the office unless the office has sent for the student.

### **HEALTH INFORMATION PRIVACY PRACTICES**

Maywood Public Schools abides by all regulations as set forth in the Family Educational Rights and Privacy Act of 1974 (FERPA), the No Child Left Behind Act of 2001 (NCLB), the Protection of Pupil Rights amendment of 2001 (PRAY) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

### **HEALTH SCREENING**

All students, according to Nebraska School Law, will be inspected at the beginning of each school year to ascertain if sight, hearing or dental defects exist. Other areas inspected are height, weight, and blood pressure. Scoliosis checks will be performed on fourth grade students and new students to the school. Scoliosis checks are included in the health physicals offered each spring to students grades sixth through eleventh. Parents/guardians of students with problems in these areas will be notified.

LB 1063 (1998) requires each public school district, at the beginning of each school year, to provide written information supplied by the Health and Human Services System to every student describing the availability of children's health services provided by Kids Connection. The school will be sending the information home with your son/daughter. If you do not receive this information, please contact the school.

### **HOMELESS CHILDREN POLICY**

The school district, insofar as is possible, will provide tuition free education for homeless children and youth who are in the district and accord them the educational rights and legal protections provided by state and federal law.

The district's homeless liaison is the Guidance Counselor. Students in homeless situations who require assistance should contact the liaison at 308-362-4223 (phone number) or in person at Maywood Public School, 1 Tiger Dr., Maywood, NE (address).

A homeless individual is defined as one who lacks a fixed regular and adequate residence; and has a primary nighttime residence in a supervised publicly or privately operated shelter within the district for temporary accommodations, an institution within the district providing temporary residence for individuals intended to be institutionalized, or a public or private place within the district not designated for or ordinarily used as a regular sleeping accommodation for human beings.

The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by the act of Congress or by state law.

"Child" and "youth" refers to persons who, if they were children of residents of the District, would be entitled to a free education.

### **HONOR GRADUATES/VALIDICTORIAN & SALUTATORIAN**

At the graduation ceremony, all seniors who have attended Maywood High School for their last two full semesters and have accumulated a four-year average of 93% or higher will be honored. Students with a 96% or higher cumulative average will graduate with "Distinction." Students, who are not in the distinction area, but have a cumulative average of 93%-95.99% will graduate with "Honor." The student who has the highest cumulative GPA will be named Valedictorian, while the student with the second highest GPA will be named the Salutatorian.

## IMMUNIZATION AND SCHOOL/ATHLETIC PHYSICALS

According to Nebraska State Law every school-aged child (grades K-12) **must** be immunized against the following: measles, rubella (German measles), diphtheria, pertussis, mumps, poliomyelitis (polio), Hepatitis B, Haemophilus Influenza type b (Hib), varicella, and tetanus. Records of these immunizations are required to be in each child's school file before the child will be allowed to attend school. A waiver may be filled out and signed by those parents who for some reason do not wish to have their children protected against any of these diseases. Law requires either the record of immunization or the signed waiver to be on file at the school. The Counselor's Office maintains a list of area medical agencies that provide immunizations. If you are in need of this information, just contact the Counselor. When receiving immunizations, children age two (2) months through twenty (20) years, **MUST** be accompanied by parent/guardian, and **MUST** bring previous shot record.

Students in grades 7-12 who attend Maywood Public School and participate in the school's athletic programs are required by Nebraska state law to have a physical before engaging in these activities.

**State law also requires that all students entering kindergarten and the seventh grade must have a physical before school begins in the fall. Students who transfer in from out-of-state regardless of grade are required to have a school physical before entering school.** School physical forms may be picked up in the office at any time.

Below is a list of immunization rules and regulations.

Student Age Group	Required Vaccines
2-5 year olds 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; 1 dose of MMR given on or after 12 months of age; 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 varicella (chickenpox) 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.
Students entering school for the first time (Kindergarten or 1 <sup>st</sup> grade)	3 doses of DtaP, DTP, DT or Td vaccine, one given on or after the 4 <sup>th</sup> birthday; 3 doses of Polio vaccine; 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month; 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 1 dose of varicella (chickenpox) if given on or after 12 months of age and prior to 13 years of age. If given at over 13 years of age, 2 doses of varicella, separated by at least one month. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. (For the 2006-2007 school year this includes students in grades kindergarten, 1 <sup>st</sup> , 2 <sup>nd</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> , and 9 <sup>th</sup> , plus all out of state transfer students).
Students entering 7 <sup>th</sup> Grade	3 doses of DtaP, DTP, DT or Td vaccine, one given on or after the 4 <sup>th</sup> birthday; 3 doses of Polio vaccine; 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month; 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age (For the 2005-2006 school year this includes students in all grades and all out of state transfer students.); 1 dose of varicella (chickenpox) if given on or after 12 months of age and prior to 13 years of age. If given at over 13 years of age, 2 doses of varicella, separated by at least one month. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. (For the 2006-2007 school

	year this includes students in grades kindergarten, 1 <sup>st</sup> , 2 <sup>nd</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> , and 9 <sup>th</sup> , plus all out of state transfer students.)
All Transfer Students from outside the State of Nebraska regardless of age or grade (includes any foreign exchange students)	3 doses of DtaP, DTP, DT or Td vaccine, one given on or after the 4 <sup>th</sup> birthday; 3 doses of Polio vaccine; 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month; 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age (For the 2005-2006 school year this includes students in all grades and all out of state transfer students.); 1 dose of varicella (chickenpox) if given on or after 12 months of age and prior to 13 years of age. If given at over 13 years of age, 2 doses of varicella, separated by at least one month. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. (For the 2006-2007 school this includes students in grades kindergarten, 1 <sup>st</sup> , 2 <sup>nd</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> , and 9 <sup>th</sup> , plus all out of state transfer students.)
All other students	3 doses of DtaP, DTP, DT or Td vaccine, one given on or after the 4 <sup>th</sup> birthday; 3 doses of Polio vaccine; 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month; 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age Varicella is not required (Varicella is required for kindergarteners, 1 <sup>st</sup> , 2 <sup>nd</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> , and 9 <sup>th</sup> graders for the 2006-2007 school year.)

Immunization clinics are available at the following locations: West Central District Health in North Platte (308-696-1201) is open Monday, Tuesday, Thursday, and Friday from 8:30-11:30 a.m. and 12:30-4:30 p.m., and on Wednesday's from 8:30-11:30 a.m. and 12:30-6:00 p.m. The Red Willow County Health Department in McCook (877-250-2557) is open the second Tuesday each month and the Wednesday after the second Tuesday in the morning. They also have sites in Cambridge and Trenton and you may call them for those dates and times.

### **INCOMPLETES**

Students receiving an incomplete will have two (2) school weeks to make it up. After that time, the grades will be changed to an F unless arrangements have been made with the teacher.

### **INTERNET ACCEPTABLE USE POLICY**

We are pleased to offer students of Maywood Public School access to the district computer network for the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return a permission form to the office. Students 18 and over may sign their own forms.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages; but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Maywood Public School supports and respects each family's right to decide whether or not to apply for access.

### **District Internet Rules**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- \* Sending, receiving, or displaying offensive messages or pictures
- \* Using obscene language
- \* Harassing, insulting or attacking others
- \* Damaging computers, computer systems or computer networks
- \* Violating copyright laws
- \* Using another's password
- \* Trespassing in another's folders, work or files
- \* Intentionally wasting limited resources
- \* Employing the network for commercial purposes
- \* Any other action deemed unsuitable by the district's administration.

Violations may result in a loss of access as well as other disciplinary or legal action.

### **Computer/Laptop Acceptable Use Guidelines**

Maywood Public School's network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of Maywood Public School. Access to the Maywood computer systems is a privilege, not a right. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender's laptop and/or network privileges.

#### Laptop Computer Security Policy During the School Day

1. Students must have laptops with them, or locked in their school lockers (students can check out padlocks in the office). Laptops must never be left unattended. Faculty will pick up and give unattended laptops to the office.
2. Laptops must be kept in the protective sleeve issued with the laptop. If laptops are kept in book bags or back packs, students are responsible for the care and safety of their laptops. Book bags and back packs with laptops in them should not be thrown or tossed around.
3. Students are not to deface their laptops or protective sleeves in any way (for example, stickers, tape, white-out, marking pens, etc.) If there are any questions, check with administrators.



4. The school's Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access web sites, news groups, or "chat" areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.
5. E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.
6. Use of the computer (including "Instant Messaging") for anything other than a teacher directed or approved activity is prohibited during the school day.
7. Internet computer games or any computer games are prohibited in classes, in the lobby, hallways, etc. during the regular school day.
8. Computers may not be used to make sound recordings without the consent of all those being recorded.
9. Installation of peer-to-peer file-sharing programs is strictly forbidden. Using iTunes or similar programs to share music is also forbidden. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist or teacher.
10. Computers may be audited at anytime by school personnel.
11. If you have a specific need for additional software or you want to add personal software, you must request approval prior to the installation.
12. Students may use iTunes only for in-class projects under the direct supervision of an instructor.
13. The school has a limited amount of information that it can transfer at any one time. When downloading large files over the internet or backing up files to the server, students should be hard-wired to the network.
14. Files stored within the school computer system should be limited to those relating to formal school courses or activities. Games, commercial software or graphic files that are not for a school project or activity should not be stored on the school computer systems.
15. All students files must be stored in my documents, my music, or my pictures, so that files may be deleted easily upon computer check in.
16. Students may access only those files that belong to them or for which they are certain they have permission to use.
17. Deliberate attempts to degrade the network or to disrupt system performance will result in disciplinary action.
18. School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
19. Sound must be turned off at all times, except when being used as a part of the class.
20. Maywood Public School reserves the right to define inappropriate use of technology. These inappropriate uses include, but are not limited to:
  - a. The user shall not erase, change, rename, or make unusable anyone's computer files, programs, or disks.
  - b. The user shall not use or try to discover another's password or another person's email or other files.
  - c. The user shall not use a computer for unlawful purposes, such as illegal copying or installation of software.
  - d. The user shall not let other persons use his/her name, logon, password, or files for any reason.
  - e. The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language or images.

## **JUNIOR HIGH PROMOTION**

For students attending Maywood Public School to be promoted to grade nine (high school) from junior high school (grades seven and eight), he or she must successfully complete four semesters of English and four semesters of mathematics. He or she must also successfully complete a minimum of three semesters during the 7th and 8th grade years in science and social studies. A student may not fail two semesters of the same subject. Retention of any junior high school student shall be based on what best meets the needs of the student. Criteria for retention or promotion will be academic progress, academic potential, effort, and social needs of a student.

## **LOCKERS**

Students in grades 6-12 will have hallway lockers for their coats and books. Students may also check out a locker in the locker rooms. Students are reminded that they are not to be in any locker other than their own. Please respect other people's property, as you would want them to respect yours. **If you must bring money or valuables to school, you may check them into the office for safekeeping.** Lockers are the property of the school and may be inspected or searched at any time. **The school is not responsible for items left in desks, hallways, or lockers.**

There are no locks on any of the lockers, in the hallways or in the locker rooms, but locks can be rented from the office or brought from home. Keep your locker combination to yourself. Students bringing locks from home must leave a key or the combination in the office.

## **LOST AND FOUND**

A lost and found department is maintained in the office. If you find an item that does not belong to you, bring it to the office. The item will be kept in the office for two (2) weeks. After that time it becomes the property of the finder. Items that have not been claimed by the end of the each semester will be kept at the school for two (2) weeks. Usable items will then be given to Goodwill. Parents whose children lose mittens, coats, boots, or other items are encouraged to check at the office and with the teacher. Many times "lost" items turn up in the child's desk, on the coat rack, in the room, or in the lost and found.

**SUGGESTION: Mark all of your child's belongings with the child's name. Many items brought in as lost and found could be returned to the owner immediately if the item was labeled. This would be helpful in winter when many children leave coats, hats, and mittens on the playground.**

## **LUNCH PROGRAM**

Maywood Public School has a lunch program for the students and staff. Maywood Public School will serve a nutritionally balanced lunch each day school is in session after 12:00 p.m. Students may purchase lunch for \$2.00 per meal for students in pre-school, \$2.25 per meal for students in grades K-5, \$2.60 per meal for students in grades 6-12. Extra milk will cost \$ .35, and seconds cost \$ .75. The price of an adult lunch is \$3.60.

Payment for lunch may be made one at a time, but it is more convenient to have a sufficient number of meals paid for in advance. Students who meet federal guidelines may qualify for free or reduced price breakfast and lunches. The federal guidelines may be picked up at the office.

In accordance with Federal law and U.S. Department of Agriculture policy, Maywood Public School is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

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

After eating, students are to clean their area of all napkins, milk cartons, spills, trays, silverware, lunch sacks, etc., prior to leaving their table.

After eating lunch, students will need to abide by the following rules:

1. Stay outside, but away from and out of cars (except with permission from the office.)
2. Stay in the commons area until the warning bell rings.
3. No student should be in other areas of the building except in the above designated areas without teacher permission. The teacher should then be present.

## **MEDIA CENTER**

Use of the media center is a privilege that may be taken away if a student abuses the media center rules established by the media specialist. A school media center must have a set of rules to govern media center behavior and use of materials. This is necessary to insure that all will be treated fairly and provide a pleasant surrounding for quiet reading and studying.

Parents are asked to help students return books on time and in good condition. Checking out books can be a good learning process in regards to building respect for property of others and personal responsibility. Overdue books are always a problem, but with parental help this problem can be greatly reduced. Students who lose or damage media center materials will be charged for replacement or repairs.

### **Circulation Of Material**

Shelf books –K-5<sup>th</sup> Grade Students will expected to return their selections every week during their library time.  
6<sup>th</sup>-12<sup>th</sup> Grade Students will receive renewal notices after a two-week check-out period.

Reserve books – Highly popular books and books selected by faculty members for use in class assignments are put on reserve in a restricted area. Reserve books may be checked out during the school day or overnight but must be returned the next morning before school begins.

Periodicals – Current magazines, which have been in the media center for one week, may be checked out for twenty-four (24) hours. Back issues may be checked out for three weeks.

Vertical file material – Materials such as pamphlets, maps, and clippings are checked out for a three (3) week period.

Audio-visual materials – AV materials (records, filmstrips) are checked out for the time the teacher needs them. Students generally use AV materials in the media center.

### **Media Center Hours:**

The media center will be open for student use during regular classroom hours and for a short time before and after school. If one or more students needs to be in the media center during class time, special arrangements must be made with the media specialist and/or media center assistant. Teachers will coordinate with media specialist and/or media specialist assistant in the event that whole classes need to be in the library during any class period.

### **Use of Media Center:**

Students entering the media center during regular classroom hours must present a pass to the media specialist or media center assistant. Students may use the media center for reading, study, or research. Students who misuse the media center will be asked to leave.

### **Returning Materials**

All borrowed materials should be returned to the media center on time and in good condition. Each borrower is personally responsible for materials checked out in his name. Students who have overdue books will not be allowed to check out materials until the overdue materials are returned and fines paid. Students are expected to return books each week. They may renew their book or choose a new one. Students who do not return a book will not participate in the library activities and they will NOT be able to check out another selection. A reminder note will be sent home after the first week. Students are given three weeks to return the book. **At the end of the month, students not returning books to the library will be assessed a fee for the amount of the book.**

### **MONEY/VALUABLES**

When it is necessary to send money to school with your child, please send a check. This is safer and provides you with a receipt. Students should not bring items of value to school. It is not possible to provide the needed security for such items. Items may be checked into the office for safekeeping.

### **NEWSLETTER**

A school newsletter will be mailed to the residence of each patron of the District. This newsletter will contain information concerning the goings on at Maywood Public School in and outside the classrooms. An activities calendar listing school activities and important dates for that month will be also included in the newsletter. We hope that this will help keep you informed as to the happenings at school.

### **PARENTAL INVOLVEMENT POLICY**

The school district recognizes the importance of parental involvement in the education of their children. To ensure such rights, parents will be:

1. Provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district.
  - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process. A parental request to review specific standardized and criterion- referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. In the case of secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
  - a. Parents are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity.
  - b. Parents may request permission to attend counseling sessions in which their child is involved.
3. Permitted, within district procedures, to ask that their children be excused from testing, classroom instruction, surveys and other school experiences that parents find objectionable.
  - a. Building principals will excuse a student from any single school experience at the parent's written request.
  - b. When appropriate, alternative experiences will be provided for the student by the school.

4. Informed through the student handbook of the manner that the district will provide access to records of students.
5. Informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Notified of their right to remove their children from surveys prior to district participation in surveys.
  - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
  - b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.

### **PROGRESS REPORTS**

Parents will be sent a report when their student is doing unsatisfactory or exceptional work at school. These reports will be sent out approximately every four to five weeks at mid-quarter. The report does not mean that the student is necessarily failing or is incapable of doing the work. It does mean, however, that the teacher feels that the student's work is not comparable to ability or attitude. Parents are encouraged to follow-up an unsatisfactory progress report by arranging a conference with the teacher.

This year progress reports will be sent out on October 1<sup>st</sup>, November 21<sup>st</sup>, February 5<sup>th</sup>, and April 10<sup>th</sup>. Grades 7-12 will receive progress reports on October 24<sup>th</sup> and March 13<sup>th</sup> as well.

### **PROTECTION OF STUDENT RIGHTS**

The Board of Education respects the rights of parents and their children and has adopted a Protection to Pupil Rights Policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA) and the No Child Left Behind Act (NCLB). The policy is available upon request from the district's administrative office. Parents may opt their children out of participation in activities identified by the Protection of Pupils Rights policy by submitting a written request to the superintendent. Parents may have access to any material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

### **REPORT CARDS AND PARENT/TEACHER CONFERENCES**

The four quarters of the school year end on the following days. Report cards will be issued four (4) times for the elementary students, twice for students in 7-12, and are usually issued during the week following:

First Quarter (elementary).....October 24, 2013	Third Quarter (elementary).....March 13, 2014
Second Quarter (elementary and 7-12)....January 10, 2014	Fourth Quarter (elementary and 7-12)...May 21, 2014

Parents may make appointments to visit with teachers, the counselor, or the administration at any time by telephoning the school office (362-4223). Parents are also encouraged to attend the twice-yearly parent/teacher conferences. These sessions are excellent opportunities to discuss your child's progress, problems, or ask any questions you may have. Dates of the conference are October 2, and February 6. Information regarding times will be sent out in the monthly newsletter.

### **SCHOOL AND CLASSROOM VISITORS**

Maywood Public School encourages visitations by parents and patrons of the school district. Please report to the office before contacting students or teachers in the classrooms. This will help prevent confusion and allow office personnel to be of better assistance to visitors.

Although visits by parents and other adults are encouraged, students will not be allowed to bring school-age friends or relatives to attend classes with them. This tends to be disruptive.

What follows are some suggestions concerning classroom visits. The first month of school is a "getting to know you" period for both the teachers and students, and the last three weeks of school are always busy. Regular schedules are often abandoned at these times of the year. We would recommend that parents visit at times other than these in order to see a true picture of the child's classroom. With the exception of these two periods, parents are certainly welcome to visit the classrooms.

If parents wish, they may stop in the office or call ahead of time to make sure that their visit is well timed. By doing this, parents may avoid a time or day when tests are being given. In primary grades, a short visit is recommended.

Occasionally, parents may wish to eat school lunch with their child. Please contact the school or send a note with your child when you plan to do this. Adults will be charged \$3.60 per meal and non-school aged children will be charged \$2.25 per meal.

The above suggestions are meant to help parents make their visit more meaningful for themselves and their child. We want parents to come to visit.

## **SCHOOL DANCES**

All school dances will have the following general rules:

1. Dances will end at 11:30 p.m..
2. Once students have entered the dance, they may not leave without permission from one of the sponsors. Once students leave the dance they may not return.
3. The doors will be open for one (1) hour after the scheduled start of the dance. No one will be admitted after the doors close, unless special arrangements are made with the administration in advance.
4. Students should be properly attired. Students who are not appropriately dressed will be asked to leave. No hats should be worn inside the building.
5. All dances will require sponsors. Faculty sponsors are preferred but parents of students will be acceptable. Although the administration may be at all dances, he/she is not to be considered a sponsor.
6. Dates aged twenty-one (21) years old or older will only be admitted with prior permission of the administration.
7. All dates not currently enrolled in grades 9 - 12 at Maywood Public School must be registered in the office prior to the dance.
8. Dances must be on the activities calendar at least one month in advance.

## **SCHOOL DISMISSAL IN SEVERE WEATHER**

The Superintendent will make the decision concerning school closing and the decision will be made as early as possible. Notification will be carried over the following radio and TV stations: Armada Media-North Platte, KELN-North Platte, KICX-McCook, KJLT-North Platte, KOOP-North Platte, KRVN-Lexington, NTV-Kearney, KNOP-North Platte, KNGN-McCook, KHAS-Hastings. AlertNow is an automated messaging system that will call your home phone and/or cell phone.

When school has been dismissed because of severe winter weather, no practices or activities will be held. The building will not be open to students.

## **SCHOOL DISPENSED MEDICATION**

Maywood Public School will not dispense either prescription or over the counter medication to any student unless; 1) prescription medication, in its original container detailing dosage and frequency to be taken, is brought to and left in the office to be dispensed; 2) over the counter medication must be clearly marked and accompanied by note from a parent or legal guardian stating the medication is acceptable to take.

**The school will not provide over the counter medications, such as aspirin or non-aspirin.**

## **SCHOOL EQUIPMENT/PROPERTY**

Maywood Public School allows students to use school owned property throughout the educational process. Some of the equipment/property includes, but is not limited to, textbooks, calculators, computers, science lab equipment, or shop tools. Because students are allowed to use school owned equipment/property, they are responsible for its care and condition. If school owned equipment/property is lost, stolen, or damaged while used by or on loan to a student, that student will be required to reimburse the school the amount of any replacement/repair costs.

## **SCHOOL ORGANIZATIONS AND THEIR GUIDELINES**

National Honor Society  
Yearbook Staff

Student Council  
FFA

Dance Team  
FBLA

### **Class Activities**

All class activities must be cleared through the administration and placed on the school activities calendar at least one month in advance. The sponsoring class will handle all expenses and responsibilities for these activities. All students in each class through class work projects and class dues will share the expense of sponsoring the activity equally. If circumstances create a need for class money (flowers, cards, etc.), a special assessment will be made to cover such costs. Transfer students may assume active class membership by paying the current year's class dues.

### **Class and Organization Officers**

In an effort to expose more students to leadership positions, students may hold only two (2) offices during a school year. All election of officers will take place during the first week of school. Class officers will be filled first and organization offices second. Captain of a team will not count as a class or organization office. Student council representative will be considered a class officer. If you are a carry-over student council member and are elected to a class office you may resign from the student council.

### **Class/Organization Meeting**

No class or organization may conduct a meeting without a sponsor present. Any action taken at a meeting conducted without the presence of a sponsor will not be binding on the class, organization, or sponsor.

### **Handling of Class Funds**

The school has a special account for each organization and class to keep track of their funds. All dues and project monies should be given to the class or organization treasurer. All class or organization funds should be taken to the office as soon as possible after they have been collected to avoid loss of cash or checks. Envelopes are available in the office and must be filled out each time money is brought in. The money is then credited to the proper account and a receipt is given to the treasurer.

It is the class or organization treasurer's responsibility to see the secretary at the beginning of the school year to check on the beginning balance for that year. Class or organization treasurers may not come to the office during the last week of school to ask for the year's history of their account. The treasurers should ask periodically during the year for updates from the office.

### **Money Making Projects**

1. Each class or organization is entitled to one (1) money making project of the selling variety per year (e.g., candy sales, bake sale, raffle, magazine sales, and calendars).
2. Each class or organization may have as many service projects as they desire (e.g., car washes).
3. No class or organization may have a moneymaking project without the approval of the sponsor and then of the administration.
4. No class or organization may have a money making project without the majority vote of all members in good standing **and** sponsor approval.

### **National Honor Society**

The Maywood Chapter of the National Honor Society is an organization that students must have and maintain, a minimum grade point average (88%) as well as meet other selection criteria in the areas of leadership, character, and service, in order to become a member. Students are eligible for selection to the NHS during their sophomore year. The Maywood Chapter by-laws will be given to each Chapter member at the beginning of each school year, and will also, along with the NHS Constitution and national by-laws, be available at the school for others to see. Any formal correspondence between the NHS sponsor(s) and members and their parents will be in the form of certified mail.

### **Pep Rallies**

All pep rallies must be cleared by the administration three (3) days in advance. In order to have administrative approval the pep rally must have a faculty sponsor. The sponsor should know the content of the pep rally and make a determination as to its appropriateness.

### **Student Council**

The purpose of this committee is to:

1. Advise the administration of students' concerns.
2. Assist the administration by providing student input in the making of rules and guidelines.
3. Provide student leadership in all areas of the school.
4. Be active in promoting positive school spirit and morale

Membership is composed of the presidents of each class, and one elected representative from grades 9-12. The student council may choose additional members to insure a fair representation of all the students. The student council will meet at least once every quarter or as needed during the school year.

### **Scheduling Of Activities**

To avoid conflicts in the scheduling, these procedures will be followed:

1. The activity sponsor and the administration must, in advance, approve all parties, practices, or work sessions.
2. The sponsor of the activity will be responsible for contacting the administration to place the activity on the school calendar.
3. The administration will assign priorities for those activities scheduled for the same night and/or week.

### **SCHOOL TRANSPORTATION**



The school will provide transportation for all student activities. Students who miss the school provided transportation to a school sponsored activity will not be allowed to participate in that activity. Students may not drive themselves to any activity without special permission from the administration.

### **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 is a Federal Civil Rights Rehabilitation Act which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. Has a record of such impairment; or
3. Is regarded as having such impairment.
4. In order to fulfill obligations under Section 504, the Maywood Public Schools has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the program and practices of the school system.

The school district has responsibilities under Section 504 (Part D), which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specify rights related to educational records. This Act gives the parent or guardian the right to: (1) inspect and review his/her child's educational records; (2) make copies of these records; (3) receive a list of all individuals having access to those records; (4) ask for an explanation of any item in the records; (5) ask for an amendment to any part of the record on the grounds that it is inaccurate, misleading, or violates the child's rights; and (6) a hearing on the issue if the school refuses to make the amendment.

If there are questions please feel free to contact Mike Williams, Superintendent, Section 504 Part D Coordinator at the school (362-4223).

### **SEXUAL HARASSMENT**

Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The Board of Education unequivocally prohibits sexual harassment by its students against other students even when the affected student does not complain to the faculty or the administration.

Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

A student who feels he or she has been sexually harassed by another student should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, principal or counselor with whom she or he feels comfortable.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not cause any reflection on the complaining student, or affect his or her status as a student.

Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.

This policy pertains to sexual harassment of students by other students. The sexual harassment of students by school district employees is governed by other board policy.

### **SHADOWING PROGRAM**

Juniors and seniors will be given the opportunity to learn more about a career by shadowing a person while this person is at work. Before the student is excused to shadow, the student will be required to complete the following steps:

1. The student will complete the activities in EXPLORING CAREERS.
2. The student will complete the NCIS survey and compare the suggested careers with those in EXPLORING CAREERS.
3. The student will fill out job briefs on two jobs.
4. The student will write a paragraph of one hundred fifty (150) words or more about the career that you think you would like best. List the source of information.
5. Parents must sign the permission and travel form for students to participate. The student will be encouraged to shadow close to Maywood if the career is available.
6. The student will not be counted absent from school (the limit is two [2] days). The student must make up all class work before the planned absence.
7. The counselor will contact persons to see if they are willing to participate in the program. Individual students will call the person to make the appointment, ask when to report, and ask how to be dressed.
8. The student must be passing all classes.
9. The student will bring back a signed sheet to prove that the student did shadow the assigned person.

### **STAFF QUALIFICATIONS**

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Maywood Public School 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 at the school. The information will be provided to you in a timely manner. Finally, Maywood Public School 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 ASSISTANCE**

If your child has any learning, behavior, or emotional needs that you believe are not being addressed by the school district under existing circumstances, please contact your child's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of your child.

## **STUDENT BULLYING**

**Bullying Prohibited.** Students are prohibited from engaging in any form of bullying behavior. Without limiting any definition of bullying under any state or federal law or regulation, bullying behavior, as used herein, refers to the use of physical force or verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, e-mailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person.

**Disciplinary Consequences.** The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

**Bullying Prevention and Education.** Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying and bullying prevention.

**Policy Review.** The school district shall review this policy annually.

## **STUDENT CODE OF CONDUCT**

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operation of the school. No code can be expected to list each and every offense that may result in the use of disciplinary action. It is the purpose of this code of conduct to list certain offenses that, if committed by a student, will result in the imposition of a penalty. The disciplinary consequences for violations of the listed rules or other conduct that materially interferes with the educational process could be, but is not limited to, a verbal warning, detention(s), in-school suspension, short-term out-of-school suspension, long-term out-of-school suspension, or expulsion. In each case of misconduct, the age and past behavior record of the student shall be considered before disciplinary action is taken. The administration reserves the right to alter disciplinary consequences when the situation warrants. A parent conference may be required in any disciplinary case prior to the student being re-admitted to class or to attendance at school. When a student is suspended for disciplinary reasons, either in-school or out-of-school, the suspension includes suspension from participating in and attending all extracurricular activities for the same period of time.

**Assault** - Attempting to cause injury to another; intentionally placing another in reasonable apprehension of imminent physical injury.

**Extortion** – Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

**False Alarm** – Intentionally engaging a fire alarm or placing a false emergency call that disrupts the effective running of a school day or activity.

**Fighting** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

**Insubordination** – Noncompliance to directions or instruction; disobeying or disregarding any reasonable instruction of a staff member.

**Leaving School Without Permission From School Personnel** – Leaving school without properly notifying office personnel. Any assignments or tests handed in by the class or given during an unexcused absence will result in a zero for that assignment or test.

**Misbehavior at Extra-Curricular Activities** – Misbehavior at an extra-curricular activity after being sufficiently warned prior to the activity or during the activity.

**Misbehavior at School** – Misbehavior at school that warrants school personnel to have the student sent to the office.

**Theft** – Stealing or attempting to steal, private or school property of a reasonable value.

**Tobacco Possession or Use** – Students found to be in possession or use of tobacco products on school grounds, in school vehicles, or at school activities.

**Truancy** – Students who are absent from school without the knowledge and/or consent of their parents and the school administration.

**Use of Obscene/Inappropriate Language** – Use of language that is obscene or is inappropriate for the school setting, or while at school activities.

**Vandalism** – Willfully causing, or attempting to cause damage to any property, real or personal, belonging to the school, staff, or students.

**Verbal Abuse to Staff** – Use of disrespectful language towards a staff member.

**Verbal/Physical Harassment** – Words which are spoken or physical action taken solely to harass or injure other people, such as threats of violence, defamation of person’s race, religion, ethnic origin, or sexual harassment.

**Verbal/Physical Threats to Staff** – Use of threatening language or the actual physical assault towards a staff member.

## **STUDENT DISCIPLINE POLICY**

It shall be the policy of the Maywood Public School to comply with the Student Discipline Act of 1994, the Gun Free Schools Act of 1994, and LB 658 enacted by the 1995 Nebraska Legislature. Students shall receive fair treatment consistent with their constitutional rights to due process and fundamental fairness within the context of an orderly and effective school process.

### **Short-Term Suspension**

The Principal or the Principal's designee may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after 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 he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given 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. 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.

### **Long-Term Suspension**

Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of more than five school days but less than twenty school days on (long-term suspension) the conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

### **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 the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless 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. **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. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by Principal or the Principal's designee.
4. **Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

#### **Other Forms of Student Discipline:**

Administrative and teaching personnel may also 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 need 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 during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for

complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

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

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity 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:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any 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;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term “under the influence” for school purposes 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 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);
7. Public indecency;
8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. 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, national origin, or religion;
12. Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process.
13. Willfully violating the behavioral expectations for those students riding school district buses.
14. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes.
16. In addition, a student who engages in the following 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 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.

17. Firearms

- a. A student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one calendar year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term “to school” or “at school” means 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.
- b. 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:
  - i. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
  - ii. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
  - iii. 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.
  - iv. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

**Additional Student Conduct Rules:**

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct 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.

1. Students must comply with the dress code set forth in the student handbook. 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. 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.

Violations of the dress code will result in disciplinary action. If a dress code violation is also determined to violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity), a first offense of the dress code may result in discipline, up to expulsion.



2. “Bullying” and harassment are prohibited. Students who engage in bullying or harassing behavior are subject to discipline up to and including expulsion.
3. Students who violate the district’s computer acceptable computer use policy are subject to discipline, up to and including expulsion.

**Due Process Procedure**

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall file 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 Principal may suspend the student 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 the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The 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.
  - b. The penalties to which the student may be subjected and the penalty that 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 Superintendent, the Principal or a 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. If the Superintendent, Principal, or designee has not received a request for hearing within five school days following receipt of the written notice, the Principal’s recommended consequence 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 consequence 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. If 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 school district 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 therefrom. 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 Superintendent's determination 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 Superintendent's determination 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.

### **Emergency Exclusion Procedure**

This procedure shall govern the process of considering the extension of an emergency exclusion (exclusion) of a student for more than five school days. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be considered according to the procedures set forth below.

**Notification of Student's Parent(s) or Guardian(s).** The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.

**Opportunity to Request a Hearing.** The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.

**Failure to Request a Hearing.** If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

**Appointment and Qualifications of a Hearing Examiner.** If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.

**Hearing Examiner's Notice to Parent(s) or Guardian(s).** The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five school days after the school district receives the initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

**Continued Exclusion.** If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

**Examination of Student's Records and Affidavits.** Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

**Attendance at Hearing.** The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

**Student's Witness(es).** The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

**Right to Know Issues and Nature of Testimony.** The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

**Presence of Student and Witnesses at the Hearing.** The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify.

**Sworn or Affirmed Testimony.** The principal or his or her designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation, and may be questioned.

**Hearing Examiner's Report and Recommendations.** The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

**Superintendent's Decision.** The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

## **STUDENT FEES**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to

provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

**A. Definitions.**

1. “Students” means students, their parents, guardians or other legal representatives.
2. “Extracurricular activities” means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. “Post-secondary education costs” means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

**B. Listing of Fees Charged by this District.**

**1. Guidelines for Clothing Required for Specified Courses and Activities.**

Students are responsible for complying with the district’s grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

**2. Safety Equipment and Attire.**

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

**3. Personal or Consumable Items.**

The district will provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

**4. Materials Required for Course Projects.**

The district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

The maximum dollar amount charged by the district for course materials shall be:

- |                                       |                |
|---------------------------------------|----------------|
| ▪ Industrial Technology Classes       | <u>\$3,000</u> |
| ▪ Art Classes                         | <u>\$500</u>   |
| ▪ Family and Consumer Science Classes | <u>\$500</u>   |

**5. Extracurricular Activities**

The district may charge students a fee to participate in extracurricular activities to cover the district’s reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>▪ Student activity card<br/><i>Covers admission to all extracurricular events</i></li> </ul>  | <p><u>\$100</u></p>   |
| <ul style="list-style-type: none"> <li>▪ Student participation fee<br/><i>Required of all students who participate in athletics and/or other extracurricular activities</i></li> </ul> | <p>N/A</p>  |
| <ul style="list-style-type: none"> <li>▪ Future Business Leaders of America</li> </ul>   | <p><u>\$250</u></p>   |
| <ul style="list-style-type: none"> <li>▪ DECA</li> </ul>   | <p>N/A</p>  |
| <ul style="list-style-type: none"> <li>▪ National Honor Society</li> </ul>   | <p><u>\$250</u></p>   |
| <ul style="list-style-type: none"> <li>▪ Cheerleading, Dance Team</li> </ul>   | <p>Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be <u>\$250</u>.</p> |
| <ul style="list-style-type: none"> <li>▪ Football</li> </ul>   | <p>Students must provide their own football shoes, undergarments, and mouth guards</p>  |
| <ul style="list-style-type: none"> <li>▪ Golf</li> </ul>   | <p>Students must provide their own golf shoes, undergarments, and clubs</p>   |
| <ul style="list-style-type: none"> <li>▪ Softball and Baseball</li> </ul>  | <p>Students must provide their own shoes, gloves, and undergarments</p>   |
| <ul style="list-style-type: none"> <li>▪ Track, Volleyball, Wrestling and Basketball</li> </ul>  | <p>Students must provide their own shoes and undergarments</p>  |
| <ul style="list-style-type: none"> <li>▪ Future Farmers of America</li> </ul>  | <p>Student must purchase their own jackets and pay dues of <u>\$250</u></p>   |
| <ul style="list-style-type: none"> <li>▪ Rifle and Trap Teams</li> </ul>   | <p>Students must provide their own weapons and ammunition</p>   |
| <ul style="list-style-type: none"> <li>▪ Science Club</li> </ul>   | <p>N/A</p>  |

- FCCLA N/A
- Spanish Club N/A

**6. Post-Secondary Education Costs.**

Some students enroll in postsecondary courses while still enrolled in the district’s high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

**7. Transportation Costs.**

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$1,000.

**8. Copies of Student Files or Records.**

The district will charge a fee for making copies of a student’s files or records for the parents or guardians of such student. The Superintendent or the Superintendent’s designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students’ files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student’s files or records.

The district may charge a fee of \$.10 per page for reproduction of student records.

**9. Participation in Before-and-After-School or Pre-Kindergarten Services.**

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$500.

**10. Participation in Summer School or Night School.**

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$500.

**11. Charges for Food Consumed by Students.**

The district will charge for items that students purchase from the district’s breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Lunch Program – Grades K-6
  - Regular Price \$2.25
  - Reduced Price \$.40
  
- Lunch Program – Grades 7-12
  - Regular Price \$2.60
  - Reduced Price \$.40

**12. Charges for Musical Extracurricular Activities.**

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
  
- Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$500.

**13. Contributions for Junior and Senior Class Extracurricular Activities.**

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class’s fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$100.

**C. Waiver Policy.**

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, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

**D. Distribution of Policy.**

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

**E. Voluntary Contributions to Defray Costs.**

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.



## **F. Student Fee Fund.**

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

## **CERTIFICATION**

On the 8th day of July, 2013, the Board of Education of Maywood Public School held a public hearing on a proposed student fee policy. The hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2013-14 school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Open Meetings Act.

## **STUDENT SUPPLIES**

Parents and students are reminded that they are responsible for certain necessary and reasonable supplies for use in the classroom. Pens, pencils, erasers, crayons, and specific teacher-requested items should be sent with the student. The school supplies many of the materials used by elementary students (e.g., penmanship paper, art supplies). Supplies requested by the teacher are usually items readily available at home or may be inexpensively purchased. Students should not get into the habit of "borrowing" items from classmates or teachers. **IT IS NOT YOUR CLASSMATE'S OR TEACHER'S OBLIGATION TO SUPPLY THINGS FOR YOU.**

## **STUDENT TELEPHONE**

A public telephone is located near the main north doors expressly for student use for local calls. **This phone is available before school, during the lunch period, and after school. Special permission from the office is required to use this phone at other times.** The office phones are for business calls. The phones in the classrooms are not to be used by the students in any circumstances. Please use the hall phone for routine calls. You must use the office phone when placing long-distance calls.

## **STUDENT USE OF THE COPY MACHINE**

Students may have copies made of class related material **only** when authorized to do so by the teacher whose class material is being copied. Materials copied that do not relate to an educational purpose will cost \$.10 per copy. Students are to bring their material to be copied to the office.

## **STUDENTS DRIVING TO SCHOOL**

All students driving to school **must** park in the school parking lot. Cars in the school parking lot may be moved during school hours only with permission from the administration. Students whose parents have contacted the office either by phone or a note will be given permission to move their cars. Violations of this policy will result with the student making up one hour after **school the day of the violation**. Punishment for each subsequent offense will be double the previous amount of time.

By driving personal vehicles to school, students consent to having that vehicle searched by school officials if they have reasonable suspicion that such a search will reveal a violation of school rules.

Any vehicle that is going to be worked on in the shop must also be parked in the school parking lot. It is subject to all rules concerning moving vehicles from the parking lot.

**Students who are participating in a school-sponsored activity and will be gone all day must park their cars in the parking lot. The only exception will be if the activity requires the student be gone overnight.**

### **STUDENTS IN THE BUILDING BEFORE AND AFTER SCHOOL HOURS**

There is no need for students to enter the building before 7:45 a.m., unless under the direct supervision of a faculty member. Students who are not out for athletics are not to be in the building after school unless they are under the direct supervision of a teacher. The building should be cleared fifteen (15) minutes after the last bell of the day. Students who are in the building without authorization will make up time after school.

### **STUDY TIME**

Supervised study time will be the time when students may go to the Media Center or Computer Lab without an instructor. If an assignment requires the use of the Media Center the teacher may have to schedule a whole period for Media Center usage. All arrangements for an entire class to go to the Media Center will be made in advance with the media specialist.

### **TARDINESS**

Punctuality is an important quality for a student to possess if they wish to succeed in life. In the event that a student should come in late for class without a written excuse signed by a teacher, he/she will be counted tardy.

All students who are late to first period or the period after lunch are to report to the office. Teachers will not allow students into these classes without a slip from the office. The pass from the office will be marked as excused or unexcused.

At the beginning of each **semester** students will receive two (2) warnings before making up time. The third time a student is tardy to school or class, a thirty (30) minute detention will be served for the administration. Each additional set of three (3) tardies will result in progressive disciplinary consequences.

### **TRANSCRIPTS**

Students' transcripts will be generated at the end of each semester after all grades have been recorded. Students with incomplete grades will have two (2) weeks to make up their work. Official transcripts may not be issued when incomplete grades exist or until four (4) weeks after the end of the semester. All semester grades earned from grades 9-12 will be averaged to determine a student's cumulative GPA. The class ranking will be determined by listing the student's cumulative GPA in descending order. The class size will be the number of students in the class at the time of the ranking.

Students who move into the district will not be counted in the class size for the purposes of ranking until they have completed two semesters at Maywood. If a new student needs their class ranking for scholarship and/or college entrance applications and they have not received two semesters of grades from Maywood, their GPA and class ranking from their previous school will be used. Students who transfer to Maywood from a school which uses alphabetical or a four point grading system will have their grades converted to percentage grades to determine their GPA and class ranking. The following conversion table will be used:

100	A+	4.00
98	A+	4.00
96	A	3.89
93	A-	3.67
90	B+	3.33
88	B	3.00
85	B-	2.67

83	C+	2.33
80	C	2.00
77	C-	1.67
76	D+	1.33
73	D	1.00
70	D-	.67
69 and below	F	0.00

If a student receives a grade below 70 or its equivalent in any class, it will be included in that student's GPA until the student retakes the class. When the class is retaken the failing grade will be replaced with the new grade and a new GPA will be established. The official student transcript will indicate that the student has retaken the course by means of a notation and a single line drawn through the deleted course on the transcript. However, class ranking will only take place at the end of each semester.

An official transcript will be one that has the signature of the guidance counselor, Principal, or Superintendent, which is dated and imprinted with the school seal. It will be mailed directly to the colleges, scholarship agencies, or given to the student in a sealed envelope. Students may request copies of their transcript, but most educational institutions will not recognize them as an "official transcript" unless it is mailed from the school.

There may be occasions when it will be necessary for the guidance counselor, in conjunction with the administration, to make exceptions to this policy. Sickness, home schooled students, extended absences, special education students, and unforeseen circumstances are some examples.

### **USE OF THE SHOP**

Under no circumstances is a student to be in the shop without a faculty member present. Any violation of this rule will result in the loss of shop privileges and the removal from all shop classes.

### **WHEN YOU HAVE QUESTIONS**

All Maywood Public School personnel are interested in having good public relations with residents of our school district. We are willing to visit with people whenever they contact us with questions because we want everyone to have correct information. The only exception to patrons receiving complete answers would be when there are confidentiality concerns or comments might be injurious to someone's reputation, in which case we would have to decline to comment on that situation.

When you have questions, comments, concerns, or complaints, please contact the people at school who are responsible for those areas. By doing this as events occur, the question will be answered without becoming a larger problem than is more difficult to solve. You will be treated in a courteous manner whenever you make an inquiry. The reception will be pleasant and the discussion will be conducted in a professional way, even if there is disagreement.

#### **Questions**

1. Your child's school work
2. Discipline
3. Bus routes/bus times
4. Class schedules
5. Athletics
6. Health problems
7. School regulations
8. School Board policies
9. Student absences
10. Lunch account/bills
11. Other bills

#### **People to Contact**

- Teacher and then the counselor
- Teacher and then the Principal
- Superintendent
- Counselor and then the Principal
- Coach and then the Activities Director
- Counselor and then the Principal
- Superintendent
- Superintendent
- Attendance secretary and then the Principal
- Lunch account secretary
- Superintendent

## **ACTIVITIES GUIDELINES**

### **ACTIVITIES PROGRAM PHILOSOPHY**

An outstanding activities tradition, such as the one at Maywood, is not built overnight. It takes hard work and dedication of many individuals over many years. The tradition will continue with the setting of goals and the development of skills that are required to be a competitive participant. The tradition at Maywood has been to field successful activities so that distinction comes to the community, school, and participants. Such a tradition is worthy of the best efforts of all concerned: spectators, coaches/sponsors, athletes/participants, and student body. Each contest/performance at every level of competition will always be played to do the best that can possibly be done. By doing so, leadership, confidence and a good self-concept

will be the result. The participant will be a winner and respect will always be maintained for the school, opponents, fellow participants, and foremost, the students themselves.

## **THE ACTIVITIES PARTICIPANT**

The Maywood Public School activities program is designed to provide wholesome opportunities for those students who desire to participate in activities, whether that athletic or non-athletic. Nine (9) sports are available to high school students. Various non-athletic activities are also available to the high school students. Boys and girls are welcome to try out for any of the interscholastic activities available to them provided they meet the requirements established by the Nebraska State Activities Association (NSAA). They must also agree to follow the school's rules and guidelines. These rules and guidelines were developed through the cooperative efforts of the coaching staff, activity sponsors, administration, and Board of Education. It is the desire of the Maywood activities program to instill the image of a respected citizen in each participant. As a member of a Maywood activities program, the student has certain responsibilities to uphold. These are:

1. Consider all athletic opponents as guests of our school and treat them with all the courtesy due friends and guests.
2. Accept the decision of the officials without question.
3. Refrain from using abusive language or make irritating remarks.
4. Applaud good sportsmanship from opponents and teammates.
5. Strive for victory through fair play according to the rules of the game.
6. Love the game for its own sake, not for what winning might bring.
7. Do everything possible to encourage enthusiasm for the game and courtesy and respect for the players, coaches, and fans.
8. Win without boasting. Lose without excuses.
9. Do all that can be done to make the entire activities program something the school and community will always be proud of.

The Maywood activities participants are special. By choosing to represent their school and community they accept more responsibilities than the non-participant. Students in activities are individuals who accept these responsibilities to broaden, develop, and strengthen character.

Students who participate in activities owe it to themselves to get the greatest possible good from their school experiences, studies, and participation in as many activities as possible. Each has the responsibility to always work up to one's ability, to do one's best, and follow the rules. The activities participant representing the school and community automatically assumes a leadership role. The student body and citizens of the community recognize the student in activities because that person is in the spotlight every time an activity is performed.

The student body, community, and other communities judge our school by the conduct and attitude of our activities participants on and off the field, court, track, or in the band. The student should strive to make the school and the community proud of performances and devotion to high ideals. The younger students are watching and will imitate what they see. Maywood activities participants should not let them down, but rather give them high ideals to follow.

## **ACTIVITIES PARTICIPATION GUIDELINES**

By choosing to be a part of the activities program and Maywood High School, a student agrees to abide by the training rules established by the coaches/sponsors and administration and supported by the Maywood Public School Board of Education. The coaches/sponsors and administration in conjunction with the Board of Education are in unanimous agreement that the use of tobacco, alcohol, controlled substances, and unlawful acts are not only detrimental to the student, but also to the team they represent. These eligibility guidelines apply for the following junior high (where offered) and high school activities: football, volleyball, boys and girls cross country, boys and girls basketball, boys and girls track, golf, dance team, student council, National Honor Society, FBLA, quiz bowl, speech, band (except for holiday and spring concerts), chorus (except for holiday and spring concerts), mock trial, and homecoming royalty candidates and/or attendants.

The following guidelines are in effect from the NSAA first allowable practice date in the fall to the last scheduled NSAA activity in the spring. These rules apply to all participants, grades 7-12 (Jr. High athletics will be modified to fit the length of sports seasons). A participant is anyone who has participated in a sport or activity, is currently participating in a sport or activity, or one who plans to participate in a sport or activity in the future. Each student is expected to abide by the following

expectations for all years at Maywood Public School. **In the event an investigation is warranted, and the athlete in question does not confess to the infraction and is convicted in a court of law, they will automatically be subject to the penalties as a second offense from the time of the conviction.** A participant is required to serve out his/her penalty before he/she will be allowed to participate in any further activity performances at Maywood Public School. Suspensions can, and will be, carried over to the next school year. Public performances include all competitions/performance of the aforementioned activities (with the exception of the holiday and spring concerts for band and chorus) that are contracted (for athletic activities) and scheduled (non-athletic activities). Inter-squad scrimmages do not count.

### **ALCOHOL, CONTROLLED SUBSTANCE, TOBACCO, AND UNLAWFUL ACTS VIOLATIONS:**

Unlawful acts are those in which a student is, at minimum, cited by law enforcement officials, for other reason than driving infractions, such as speeding, parking, etc.

1. **First Offense-** Suspension from the next **three (3)** weeks that the student is eligible for, for the use or possession of alcohol or other controlled substances, or being cited by law enforcement officials for an unlawful act. In addition, the student will be required to complete an education program endorsed by the Maywood Public School and administered by the activities director. The suspension may be lessened to **two (2)** weeks if the athlete is willing to file a legal police report naming the supplier of the alcohol and/or controlled substance in use. In addition, the student will be required to complete an education program endorsed by the Maywood Public School and administered by the activities director. Also, the participant will not be nominated for any post-season honors. Proof of enrollment and completion of the school endorsed education program is required before returning to any activities.
2. **Second Offense-** Suspension from the next **six (6)** weeks that the student is eligible for and both the parents and student will be required to participate and complete a drug and alcohol program approved by the school for use or possession of alcohol or other controlled substances. All financial obligations incurred for the counseling will be the responsibility of the student and/or his/her parents. This suspension can be lessened to **four (4)** weeks and drug and alcohol program if the participant is willing to file a legal police report naming the supplier of the alcohol and/or controlled substance in use. In addition, the participant will not be nominated for any post-season honors for the activity the violation took place during. Proof of enrollment and continuation of the drug and alcohol program is required before returning to any activities.
3. **Third Offense-** The third offense will result in suspension from all activities participation indefinitely and will be reviewed and handled by the administration.

The administration will make an independent investigation into any matters that result in a student being cited and/or charged with a violation. The following are some situations that may warrant an investigation that may result in disciplinary action:

1. Any witnessing of a student involving the use, possession, or distribution of tobacco, alcohol, or any controlled substance by a staff member of the Maywood Public School or subsequent witnesses from a variety of different sources.
2. Any information provided by law enforcement officers as to the violation of these policies.
3. Any conviction involving the use, possession or distribution of controlled substances or alcoholic beverages.
4. Any confession by the student involving the use possession, or distribution of tobacco, alcohol, or any controlled substances.
5. A determination that the student is a delinquent child under the Juvenile Statues of the State of Nebraska, as a result of the use of controlled substances or alcoholic beverages.
6. If the student is charged or convicted of any criminal charge or determined to be a delinquent child under any other circumstances that is indicative of behavior not representative of a good citizen.

If a student is under activities suspension at the time of Homecoming or Prom, or has been placed under 2<sup>nd</sup> offense activities suspension at any time, or is a senior and has been suspended from activities during that school year, even if it is 1<sup>st</sup> offense, he/she will not be a candidate for Homecoming or Prom royalty.

A student disciplined and/or dismissed from an activity for any reason has the right to procedural due process. If it becomes necessary to enforce the suspension rule, the participant and/or parents may appeal the decision to the Superintendent and then the Board of Education. Any further appeal would have to come through the judicial process.

### **ATHLETIC PRE-PRACTICE REQUIREMENTS**

All athletes must meet the following requirements before they can begin practice:

1. Return a physical card signed by a physician and parent.
2. Return the sheet signed by the athlete and parents covering the following:
  - a. Parent's agreement to the athletic guidelines.
  - b. Parent's consent to travel and procurement of medical attention if necessary.
  - c. Parent's understanding of responsibility for insurance coverage.
  - d. Parent's understanding of the possibility of athletic injury.
  - e. Athlete's agreement to the athletic guidelines.

### **CHANGING SPORTS OR COMING OUT LATE**

With the coach's permission, a student may come out for a sport any time prior to the first varsity contest. The athlete must remain out of all competition a number of practice days equal to the number of practices missed. This would be the minimum restriction before a student could participate, but individual coaches may be more restrictive. Special consideration will be given in cases of illness, injury, or a new student.

No individual will be allowed to change sports during the same season unless there are extenuating circumstances. When a coach becomes aware of extenuating circumstances that may allow an athlete to switch sports after the season has started, the following procedure will be followed. This procedure may not be used after the first scheduled activity in either sport.

1. The coach that would receive and the coach who is losing the athlete must both agree to the switch.
2. The coach that would receive the athlete must make the request to the activities director.
3. The activities director will call a meeting of all the head coaches.
4. The receiving coach will plead the cause to the coaches' council.
5. The athlete would be required to speak to the coaches' council to explain their request.
6. The council will decide by voting whether the athlete will be allowed to change sports.

### **CODE OF CONDUCT**

Activities are very demanding on the individual both mentally and physically; therefore, a participant is expected to meet certain requirements. The guidelines listed are minimum guidelines. The coach/sponsor of an activity has the right to establish and enforce stricter guidelines. However, not all situations can be covered in an activity rules handout, so situations not covered in the rules handout will be handled on a case by case basis by the coach/sponsor and/or the administration.

1. Appearance: Participants will always be neat, clean, and well-groomed while participating. All participants will always take pride in their dress and appearance. No outlandish dress or attire will be permitted.
2. Attendance of practice and contests: Participants are expected to be at all practices scheduled by the coach/sponsor. Should a participant be unable to attend a practice, the student must contact the coach/sponsor in advance. (Exception: if a participant is absent from school.)
3. The use of profanity and/or verbally abusive language by our students and coaches/sponsors will not be tolerated. The coaches/sponsors will make every effort to see that the student's language is appropriate and will set a good example by not using inappropriate language themselves.

### **DRESSING ROOM POLICIES**

All athletes will be under the supervision of the coach in charge while dressing. An athlete must not linger in the dressing room, be rowdy, or endanger the safety of others. The coach in charge will deal with all cases of misconduct.

### **ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

A student will have received credit for twenty semester hours of school work for the immediate preceding semester in order to be termed eligible. The term "preceding semester" means the semester immediately before the semester in which a student wishes to participate in athletics, band, chorus, etc. An ineligible student will not participate in any NSAA sponsored competitions.

All senior high transfer students coming into the school system must have their eligibility approved by the NSAA prior to competition. This approval should be initiated through the Activities Director.

The following eligibility requirements have been established by Maywood High School for participation in extra-curricular and athletic competition. Students must be aware of the following requirements:

1. Ineligibility means not passing any class with at least a 70% average;
2. Weekly eligibility is determined each Monday in each class with ineligibility beginning that day;
3. The administration will provide each teacher, coach and sponsor with a list of those ineligible on Monday;
4. The teacher must notify each student in his or her classes of the ineligibility;
5. The administration will send a letter to the parents of each ineligible student notifying them of the students' status for each particular week;
6. It is left to the discretion of each coach or sponsor whether or not the student will be allowed to participate in practices for each specific extra-curricular or athletic activity;
7. Any student appearing on the ineligible list for the second consecutive week in any class (does not have to be the same class) will be ineligible in all extra-curricular and athletic activities for the entire week and will remain ineligible until he/she is passing every class with an average of 70% or higher;
8. Any student appearing on the ineligible list in more than one class shall be ineligible for the entire week and will remain ineligible until he/she is passing every class with an average of 70% or higher.

These eligibility guidelines apply for the following junior high (where offered) and high school activities: football, volleyball, boys and girls cross country, boys and girls basketball, boys and girls track, golf, dance team, student council, National Honor Society, FBLA, quiz bowl, speech, band (except for holiday and spring concerts), and chorus (except for holiday and spring concerts).

## **EQUIPMENT**

The athletic department tries to furnish the athlete with the necessary and feasible equipment. We are confident that we have good equipment and our athletes are well protected.

All equipment will be checked out to individuals at the beginning of the season. The athlete will be responsible for any equipment checked out to that athlete and should be prepared to pay the cost of replacement should it not be checked in at the end of the season in reasonable condition. The cost of items purchased for replacement may be double the original cost.

It is the responsibility of the athlete to check in the equipment at the end of the season or immediately after the student quits the sport. If an athlete fails to check in his equipment at the designated time the student will be required to pay the cost of the replacement. All collections for lost or damaged equipment will be handled in the office.

At no time should an athlete wear equipment checked out to that athlete except for practices and contests. Any athlete found wearing school equipment outside of practice or in possession of school athletic equipment can expect to be treated as possessing property not belonging to that athlete.

An athlete may not check out equipment from one sport until all equipment and bills from the preceding sport have been cleared with the coach involved.

## **INJURY/ILLNESS**

Frontier County's Rescue Unit transports individuals to the nearest hospital and may charge for this service. This may also be the case in other communities. Our purpose in providing this information is to inform you of the possibility of charges if your child has to be transported to a hospital at an out-of-town athletic event

If an athlete is injured or has an illness requiring a physician's attention and is being withheld from practice or competition because of this situation, that athlete will not be allowed to return to practice or competition without a doctor's approval. It is the coach's responsibility to see that the doctor's note is on file before the athlete is permitted to return to active participation.



## **LAUNDRY INSTRUCTIONS FOR CLOTHING SOILED WITH BODY FLUIDS**

The following guidelines provide simple and effective precautions against transmission of any infectious disease. These are especially helpful when laundering sports uniforms where the incidence of bleeding cuts and scrapes are higher.

The most important factor in laundering clothing contaminated in the school/agency setting is the elimination of potentially infectious agents by soap and water. Addition of bleach will further reduce the number potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material is bleachable, add 1/2 cup household bleach (e.g., Clorox) to the wash cycle. If material is not colorfast, add 1/2 cup non-chlorine bleach (e.g., Clorox II, Borateem) to the wash cycle.

## **LETTERING REQUIREMENTS**

The first time, and only the first time, that an individual letters in any varsity activity, he/she will be awarded a chenille letter. Each time the individual letters thereafter he/she will be awarded a letter certificate and bar. If the athlete quits the sport during the season he/she forfeits the letter.

Football - Must participate in the same number of quarters as the number of games scheduled in the season.

Volleyball - Must participate in one-third of the games played.

Basketball - Participate in one-fourth of the quarters played.

Boys and Girls Track – An athlete needs to accumulate twenty-eight points based on a point system set by the coaches to include number of meets, scoring at meets, personal records, top 6 at District Meet, qualifying for state and other criteria such as finishing the season in good standing. Points detail is given to the parent and student at the beginning of the track season.

Cross Country - Each participant must successfully complete the entire season and finish a number of varsity contests within the specifications set by the coach.

Golf - The golfer's score must be used in half of the varsity meets to meet the lettering requirement.

Band and or Chorus - Students lettering in band and or chorus must meet the following requirements: The student must be in band or choir both semesters of the school year. The student must maintain a band or choir grade of 90% or better throughout the year. The student must attend and participate in all musical functions of the band and choir. The student must participate in small ensemble groups or solo performance.

## **PARTICIPATION IN ACTIVITIES ON A DAY ABSENT FROM SCHOOL**

In order to participate in practice or an activity, a student must be in school at least four (4) periods of the day. If the student is not in school for the four (4) periods, the student may observe practice, but may not participate.

Any time a student knows he/she will be absent from school the student should contact the coach. In some cases, the four (4) period attendance guideline may be waived by the administration. The only time this can be done is when they are notified in advance of the absence. Only serious circumstances will justify the waiving of the four (4) period guideline.

## **PRACTICES**

When school is closed all or part of the day because of bad winter weather, there will be no practice that day and no part of the building will be open to students.

The individual coaches/sponsors will designate all starting times for practice. All participants are expected to be at practice at the time set by the coach/sponsor. Under normal circumstances all participants are required to report to practice on time and prepared to work hard. For athletic practices, an athlete who lingers in the locker room is holding back the entire team. In order that athletes and parents may plan and for the welfare of the athletes, practices will be concluded by 6:15 p.m. (6:00 p.m. on Wednesday's) and athletes will be out of the building by 6:30 p.m. (6:15 p.m. on Wednesday's). On days that a home activity has been scheduled which will require the use of the gym or locker rooms, all practices will be dismissed so that the athletes will be out of the locker rooms at an appropriate time for the use of the facilities.

### **RESERVE TEAM PARTICIPATION**

As a general rule, seniors will not be allowed to participate on reserve athletic teams. Exceptions may be made if the coach will justify in writing to the Activities Director the reason. The coach and Activities Director will make the final decision.

### **SCHEDULING CONFLICTS**

When a student is a member of two organizations and activities are scheduled on the same day, a real problem presents itself. Although every effort is made to avoid this situation, nevertheless, unforeseen circumstances may cause activities to be scheduled at the same time. Priority in competition should be given to participation in state level activities, then conference level activities, then regular activities. Likewise, activities that have been scheduled in advance and are included on the activity calendar take precedence over activities that are added to the program at a later date.

### **SUSPENSION FROM SCHOOL**

Student's suspended out-of-school are also excluded from all extra-curricular activities (including practice) during the suspension period. Students who have been out-of-school suspended may not attend or participate in any extracurricular activities. Athletes who miss practice because of a out-of-school suspension will be UNEXCUSED for any practices missed. Students who have been in-school suspended may participate in practice, but are also suspended from participating and attending activities for the length of the suspension.

### **TRAVEL TO AND FROM ACTIVITIES**

Activities participants must travel to and from all activities in the transportation provided by the school. Participants may be released to their PARENTS after a contest with the coach's/sponsor's permission. Parents must contact the coach/sponsor IN PERSON. The administration must clear any other exceptions with advance notice from the parents.

### **WEDNESDAY NIGHT/SUNDAY ACTIVITIES**

In keeping with good community relations, student school activities will not be scheduled on Sundays or on Wednesday nights beyond 6:00 p.m. without administrative approval.

Sunday practices are allowed, with prior administrative approval, if the team is involved in a conference or sub-district tournament on the next day, a Monday.

### **WEIGHT ROOM GUIDELINES**

The following are guidelines concerning the student use of the weight room:

1. The weight room will never be used unless there is an assigned supervisor in the immediate area.
2. The room will be used for the following purposes and in the following priorities:
  - a). Physical education program/physical fitness program.

- b). By the sport in season, the program to be designed by the coach.
- c). Conditioning program for athletes not involved in the current sport's season.
- d). Summer conditioning program--for all athletes.
- e). Adult education instruction--physical fitness program.

Attachment A

**MAYWOOD PUBLIC SCHOOL  
COMPUTER LOAN AGREEMENT**

DATE CHECKED OUT: \_\_\_\_\_

DATE OF RETURN: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

GRADUATION YEAR: \_\_\_\_\_

PARENT NAME: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PARENT E-MAIL ADDRESS: \_\_\_\_\_

<u>Item Description</u>	<u>Serial #/Laptop #</u>	<u>Condition</u>
HP Business Notebook _____		NEW/GOOD
Carry Sleeve _____		NEW/GOOD

The above listed items are being loaned to me and are in good working order unless otherwise indicated. It is my responsibility to care for the equipment and ensure that it is retained in a safe environment. A \$35.00 rental fee is assessed to cover the cost of insurance. If a claim is filed due to theft, burglary/robbery, accidental damage, power surge, fire, vandalism or natural disaster a \$250.00 deductible is required. Student/Parents will be responsible for the total \$250.00 deductible; \$35.00 will be taken from the rental fee and applied to the \$250.00 deductible. Students will be responsible for purchasing any accessory computer equipment and replacement cost will be up to the student. (ex. ipod, disk drive, CDs, disks, mouse, etc....).The equipment is the property of Maywood Public School of Maywood, NE and is herewith being loaned to the student/parent for educational purposes only for the Academic School year. Students may not deface or destroy this property in any way. Inappropriate material on the machine may result in the student losing their right to use this computer. Fines will be assessed to students for lack of care of their computer. Abused computers will be treated like an abused book. The equipment will be returned to the school on a date to be requested or sooner if the student is discharged from the school prior to the end of the school year. The laptop may be used by the student/parent only for non-commercial purposes, in accordance with the District's policies and rules. Any included software may be used only in accordance with the applicable license, and it is the student's/parent's responsibility to be familiar with and to comply with the provisions of such license. Students will be required to store all files on a memory stick. Computers will no longer be able to use the C or D drive to store information. The student/parent may not install or utilize any software in connection with the use of the laptop other than the software owned by the District and made available to the student/parent in accordance with this computer loan agreement. The student/parent also agrees not to make any unauthorized use of or modifications of such software. The student/parent acknowledges and agrees that his/her use of the laptop is a privilege, and that, by this agreement, the student/parent acknowledges the student's responsibility to protect and safeguard the laptop and to return the same in good condition and repair.

Students are not required to have a computer checked out in their name. Computers are available in the library that can be checked out daily. Information will not be stored on these computers.

The District hereby acknowledges receipt of the sum of \$\_\_\_\_\_ from student and or parent/legal guardian in consideration of the use of the District equipment and as a deposit to secure the timely return thereof in good condition and repair.

Parent's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of School Administration: \_\_\_\_\_

**Deposit**

Check # \_\_\_\_\_ Cash \_\_\_\_\_ Waived \_\_\_\_\_  
 (Admin. Initials)

Attachment B

## Maywood Community School Student Fee Policy Request for Assistance/Waiver Form

Student \_\_\_\_\_

Activity \_\_\_\_\_

Indicate which necessary items are being requested:

\_\_\_\_\_

\_\_\_\_\_

And/Or

Indicate which fees are being requested to be waived:

\_\_\_\_\_  
\_\_\_\_\_

The signature of a parent/guardian below indicates that the following are understood and agreed to:

1. Maywood Public School will only provide a waiver or assistance in items that are included in the Maywood Public School Board of Education’s Student Fee Policy.
2. Any assistance/waiver must be pre-approved. No expenses will be reimbursed without authorization from the superintendent or his/her designee.
3. Any equipment or supplies that are not consumable are expected to be returned in good condition or the student’s parent/guardian will assume responsibility for replacement. If you do not wish to assume that responsibility this application cannot be approved.
4. Approval of this application will be in accordance with state statute and District policy.

_____ Parent/Guardian Signature	_____ Date
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**FOR OFFICE USE ONLY**

Date this application was received by the school: \_\_\_\_\_

Approval Status:            Approved                            Denied

_____ Superintendent’s Signature	_____ Date
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Attachment C

## Maywood Public School

### Sharing Information with Other Programs

Dear Parent/Guardian:

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

Please check one of the following:

- No! **I DO NOT** want information from my Free and Reduced Price School Meals Application shared with any other programs.

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

Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

If you checked yes to the boxes above, fill out the form below.

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

For more information you may call the Superintendent's Office at (308) 472-3427.

This form must be returned to the Superintendent of Maywood Public School. Along with this form, any parent/guardian requesting assistance or waiving of fees must also submit the Request for Assistance/Waiver Form at least 10 school days prior to any request for waiver as per the Maywood Public School Student Fees Policy #5045.