

**MEAD ELEMENTARY SCHOOL  
STUDENT-PARENT HANDBOOK  
2024-2025**

**Mead Elementary School  
115 N. Elm  
Mead, Nebraska 68041  
Phone: 402 624-6465  
Fax: 402 624-2001**



**ADMINISTRATION**

Superintendent: PJ Quinn  
PK-12 Principal: Darin Kovar  
Director of Special Services: Terry Hickman  
Counselor: Megan Engel

**BOARD OF EDUCATION**

President	Richard Kuhr
Vice President	Brenda Halbmaier
Treasurer	Kevin Hough
Member	Stephanie Langemeier
Member	Sara Nicola
Member	Kevin Popken

## Elementary Faculty

Position	Teacher	Ext	Position	Teacher	Ext
Superintendent	PJ Quinn	129	6 <sup>th</sup> Grade	Kelly Kleffner	305
Principal	Darin Kovar	135	Art	Courtney Buelt	212
Spec. Pro. Admin	Terry Hickman	206	Elem Counselor	Megan Engel	208
Preschool	Moriah Wellman	306	Elem Special Ed.	Ann Egr	310
Kindergarten	Lessa Quinn	300	Media Specialist	Anne Swanson	131
1 <sup>st</sup> Grade	Cathy Kuhr	304	K-6 Vocal Music	Tracy Munter	311
2 <sup>nd</sup> Grade	Elizabeth Bladt	303	5-6 Band	Cindy Miller	311
3 <sup>rd</sup> Grade	Valerie Reiman	301	Physical Education	Randy Siske	122
4 <sup>th</sup> Grade	Katie Mayer	302	Speech/Language	Becca Roxburgh	310
5 <sup>th</sup> Grade	Jason Larsen	308	Title I	Mary Mayfield	307

## Jr./Sr. High Faculty

Position	Teacher	Ext	Position	Teacher	Ext
Superintendent	PJ Quinn	129	Math	Jill Scanlon	209
Principal	Darin Kovar	123	Math/Journalism	Rod Henkel	207
Spec. Pro. Admin	Terry Hickman	206	Media Specialist	Anne Swanson	132
Agriculture	Cole Blomendahl	125	Music: Choir/Band	Cindy Miller	214
Art	Courtney Buelt	212	Physical Education	Randy Siske	210
Business/	Amanda Lee	211	Science	Holly Miller	205
Counselor	Dawn Moser	124	Soc. Sc./PE	Brandi Zetocka	122
Family Sciences	Megan Dworak	202	Spanish	Megan Engel	208
Language Arts	Tricia Kruse	201	Special Education	Nathan Krauel	218
Language Arts	Alexis Pedersen	200	Speech/Language	Becca Roxburg	310

## Support Staff

Position	Teacher	Ext	Position	Teacher	Ext
Bookkeeper	Shelly Kruse	128	Maintenance	Ryan Scanlon	
Admin. Asst. HS	Jessica Miller	120	Bus Driver	Vern Taylor	
Elem. Secretary	Amanda Schaal	127	Bus Driver	Jim Halbmaier	
Para-educator	Penny Elliott		Bus Driver	Mark Dunwoody	
Para-educator	Mystic Hartgrave		Van Driver	June/Jerome Moline	
Para-educator	Kayla Hrdlicka		Food Service	Crystal Hartgrave	126
Para-educator	Lena Hucceby		Kitchen Asst.	Jenny Grasiani	126
Para-educator	Miranda Koertner		Kitchen Asst.	Sia Georgouloupoulos	126
Para-educator	Brandon Mills				
Para-educator	Robyn Vera		Kitchen Asst.	Nic Georgouloupoulos	126
Library Aide	Ashley Mixer	131			

After hours, a staff member's voicemail can be reached using the extension numbers listed above.

**STUDENT - PARENT HANDBOOK  
MEAD ELEMENTARY SCHOOL  
2024-2025**

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## **Mead Elementary School Student-Parent Handbook 2024-2025 School Year**

### **Section 1 Foreword and Welcome**

On behalf of the entire faculty and staff, I would like to welcome you to Mead Public Schools. We are committed to providing an excellent academic and co-curricular experience.

This handbook is intended to be used by students, parents and staff as a guide to the policies, procedures, and general information about Mead Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in understanding the policies and procedures contained in this handbook. The handbook outlines the rights and responsibilities of the students in the Mead Schools, and it has been reviewed and accepted by the Board of Education.

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

After reviewing this handbook, please feel free to contact me with any questions or concerns you might have.

Sincerely,  
PJ Quinn, Superintendent

### **Section 2 School Vision, Mission, and Beliefs**

Vision: Mead Public Schools' stakeholders will be engaged, motivated members of an educational culture that believes education is essential to a fulfilling future.

Mission Statement: The Mead Public Schools, families, and community shall provide learning opportunities that challenge and encourage all learners.

Belief Statements: We Believe

- All students can learn
- Diversity will be recognized and respected
- In providing a physically and emotionally safe learning environment
- Education is a shared responsibility of students, staff, family, and community
- Proper communication is fundamental to effective education
- Respect for self and others is vital to education
- In providing a foundation for continued learning
- In using data to make educational decisions
- Honesty and academic integrity is essential to education.

Section 3 School Calendar

2024-2025

# Mead Public Schools

CALENDAR

Amended and Approved March 11, 2024

July	
4 Independence Day	
Student Contact Days.....	177
Teacher Contract Days.....	187
*The calendar shows 187 contract days. If fewer than 2 days are missed due to weather, the year will be shortened at the end to match the 185 day contract with teachers.	

July 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January		
	I	S T
1	19	21
1-2 No School - Christmas Break		
3 Teacher Flex Day		
6 School Resumes		
24 Teacher Inservice - No School		

August	
12-14 Teacher Inservice/Workdays	
15 School Begins - 1:30 Dismissal	
No Breakfast	

August 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February		
	I	S T
0	19	19
17 No School		

September	
2 Labor Day - No School	
20 Teacher Inservice - No School	

September 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

March 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March		
	I	S T
0	19	20
10 No School: Quiz Bowl Host		
14 End of 3rd Quarter 47 Days		
27 12:30 Dismissal Parent-Teacher Conferences 1:30-8:00		
28 No School		

October	
11 No School - Teacher Inservice	
18 End of 1st Quarter 44 Days	
24 12:30 Dismissal	
Parent-Teacher Conferences 1:30-8:00	
25 No School	

October 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April		
	I	S T
1	20	20
17 1:30 Dismissal - Easter Break		
18-21 No School - Easter Break		

November	
8 Teacher Inservice - No School	
27-29 No School - Thanksgiving Break	

November 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May		
	I	S T
1	16	17
2 1:30 Dismissal - Teacher Inservice		
10 Graduation - 2:00 p.m.		
22 11:30 Dismissal		
End of 4th Quarter 46 days		
End of 2nd Semester 46 days		
23 Teacher Checkout		

December	
20 12:30 Dismissal - Christmas Break	
End of 2nd Quarter 40 Days	
End of 1st Semester 84 days	
23-31 No School - Christmas Break	
31 Teacher Flex Day	

December 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

KEY	
School/Semester Begins	Green
Teacher Inservice - No School	Yellow
No School	Red
Early Dismissal	Blue
End of Quarter/Semester	Light Green

## Article 1 – School Day

### Section 1 Daily Schedule

The first bell at the elementary rings at 8:05 as a signal for students to line up for class. A second bell rings at 8:15; students not in their classrooms by this bell are considered tardy.

Attendance Period 1	Attendance Period 2	Lunch and Recess	Attendance Period 3	Attendance Period 4
8:15-10:00	10:00-11:15	11:25-12:30	12:35-2:10	2:10-3:15

Students missing 20 or more minutes of an attendance period, excluding Lunch and Recess, will be counted absent for that period. Students will not be allowed to consistently miss parts of any attendance period.

### Section 2 Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent’s staff will notify local television and radio stations when school will close due to weather. Notices will be sent via our messaging system ParentSquare. You will automatically receive these notices. School Beacon serves as a backup to ParentSquare. You may sign up for School Beacon at <https://www.schoolbeacon.com/users/login>. Generally, when school is canceled, activities scheduled for that day and evening are also canceled, but some of these decisions are made on a case-by-case basis.

After School Starts. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. If school is closed during the day the notice will be broadcast by the ParentSquare, School Beacon and media. Parents should have a plan in place to accommodate these circumstances.

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of safety concerns. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day, however, due to safety concerns, students will not be released during an active tornado warning.

### Section 3 Supervision Responsibility Before/After School

Students are expected to arrive at school no more than 15 minutes prior to the first class or school program in which they are participating. Prior to 7:50 a.m., the elementary school does not provide supervision. During inclement weather, students will be allowed to enter the building but must stay in the front entryway.

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

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

Article 1 – School Day

**Section 4 Lunch and Breakfast**

Breakfast is available each morning, beginning at approximately 7:40 at the high school. A hot lunch is available each day, or a cold lunch can be brought from home. Lunch count is taken each day. Students will walk to the high school when weather permits. Students will be bused in inclement weather. Free or reduced priced breakfasts and lunches are available by applying through the office.

K-6	7-12	K-6	7-12	Adult	Adult	Extra
<u>Bkfst</u>	<u>Bkfst</u>	<u>Lunch</u>	<u>Lunch</u>	<u>Bkfst</u>	<u>Lunch</u>	<u>Milk</u>
\$1.95	\$1.95	\$2.70	\$3.10	\$2.35	\$4.05	\$0.50

Parents are encouraged to use Powerschool to track lunch accounts and keep them current. Lunch policy permits students to charge certain items if money is in their account. Parents can track student charging through Powerschool.

The Federal School Food Service program regulations forbids any competitive food or beverage service to be in operation one-half hour before the lunch period and one-half hour after this period of time. The same regulation forbids the sale of food or beverage items by other school organizations during the lunch hour. Students are not allowed to order fast food by delivery during the noon hour.

**Meal Charge Policy**

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent’s designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge. The District encourages families to pre-pay without charge for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year shall receive a refund. When a student leaves the District or graduates, the District shall attempt to contact the student’s household to return any funds remaining in the student’s meal account. Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt. The district will not use a debt collection agency to collect or attempt to collect, directly or indirectly, debts due or assessed to be for outstanding debts on a school lunch or breakfast account of any student. Nor will the district assess or



## Article 1 – School Day

collect any interest, fees, or other monetary penalties for outstanding debts on a school lunch or breakfast account of any student.

### Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions. The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

### Distribution Annually

This policy shall be provided in writing to all students' households at the start of each school year and to households transferring to the District during the school year. This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals. The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

### **National School Lunch Program and School Breakfast Program**

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

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

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

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

## Article 1 – School Day

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for all applicants and recipients of the Child Nutrition Programs. The following information will be available in the office of the Superintendent:

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

## Article 2 – Use of Building and Grounds

### **Section 1 Visitors**

All visitors must report to the office upon entering the main entrance. Scheduled visits to classrooms are encouraged, provided that the visits do not disrupt the educational program, individual students, or create a safety concern. On occasion, the school staff may invite parents to assist with sponsorship of students at school events such as field trips, room parties, etc. Such participation shall be by invitation of the teacher and approved by the building principal.

Student visits must be of an educational rather than social nature, or include special circumstances, and must be cleared through the office one day in advance.

### **Section 2 Care of School Property**

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

### **Section 3 Lockers**

Some students at Mead Public Schools are assigned a specific locker. Students are on the honor system, as no locks are provided for the lockers, and students should recognize the risk of placing valuables in school lockers. The following guidelines apply to the school lockers:

1. Students assume full responsibility for the items stored in their locker as well as the general physical condition of the locker, including the cleanliness of the locker.
2. If a student chooses to place a lock on his or her locker, the combination or an extra key shall be provided to the office.
3. Pop or beverage containers are not allowed to be stored in the lockers.
4. The school is not liable for lost or stolen items.
5. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration. Personal property within student lockers or on school grounds are also subject to searches when reasonable cause exists.
6. Any student found tampering, vandalizing, or removing articles from another student's locker will be disciplined by the administration. This may include, but not be limited to suspension or SAC.

### **Section 4 Searches of Lockers and Other Types of Searches**

School officials may search a student and student's property with reasonable cause or the student's free and voluntary consent. Vehicles on school property are also subject to search. Areas such as lockers, which are owned and jointly controlled by the district, may be searched if reasonable cause exists to believe that contraband is inside the locker. Students shall not keep, or maintain any article or material in school-owned lockers that are forbidden by district policy or that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school-sponsored function.

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be

## Article 2 – Use of Building and Grounds

conducted in a reasonable manner under the circumstances.

2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any illegal drugs, firearm or other dangerous weapon will be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, “nuisance items”) may be removed from student possession.
4. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
5. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.

### **Section 5 Video Surveillance**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### **Section 6 Messages and Use of Telephone**

Parents should feel free to call the school concerning any matter dealing with their children and the school. Only in urgent situations will students be called from classrooms to answer a telephone call and only messages from parents will be delivered to students.

The office phone is for school business use. However, students will be allowed to use the phone for school related purposes or a ride home. If a student is ill and needs to come home, school personnel will make the phone call.

### **Section 7 Student Valuables**

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

Article 3 – Attendance

**Section 1 Attendance Policy**

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage such regular and punctual student attendance. The District will maintain an accurate record of student attendance.

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as Excused or Unexcused. Regardless of the type of absence (excused/unexcused), each absence shall count toward the total number of absences for purposes of making up time and/or reporting excessive absences to the county attorney. Absences should be cleared through the Principal's office in advance whenever possible.
  - a. Excused. Any of the following circumstances that lead to an absence will be identified as an Excused absence, provided the required attendance procedures have been followed:
    - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness (including physical or mental illness), court, death of a family member, or suspension.
    - (2) Parent acknowledged absences in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the absence. This includes, but is not limited to, illness, vacations, and medical appointments.
    - (3) Other absences as determined by the principal or the principal's designee.
  - b. Unexcused. Absences that are not excused may result in a report to the county attorney and may be classified as follows:
    - (1) Unexcused absences are those in which the parent has not communicated a reason for the student's absence or for which the reason does not qualify the absence as excused.
2. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached the age of 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

## Article 3 – Attendance

The above information is taken from School Board Policy 5113. A complete version of attendance policies and regulations is published on the school’s website and is available upon request at the building offices.

### **Section 2 Attendance Regulations**

The Mead Public Schools will share student attendance information with the Saunders County Attendance Program (ARRIVE). This information may be used by ARRIVE representatives to counsel, encourage and/or otherwise take actions to encourage regular attendance in school.

- 1) Any child between the ages of 6 and 18 shall attend school each day that school is in session; except, when excused by school authorities. The administration shall determine if an absence is excused or unexcused. Parents or guardians must notify the school by phone, writing, or email regarding any absence other than absences for school activities. If notification is not provided within two days of the absence, the absence may be considered unexcused. Students that return during the school day must report to the office to check in and receive an admit to class slip.
- 2) Each teacher will record attendance of all students each class period checking for students being absent or tardy.
- 3) Students absent from class are responsible to make up any work missed. This should be done before the absence, if possible. Clarification of makeup procedures may be identified in the student handbook.
- 4) Following a student’s 5<sup>th</sup> absence in a semester, the parents of that student will be notified of the attendance policy and the consequences of additional absences.
- 5) Following a student’s 8<sup>th</sup> absence in any one class period in a semester, the student’s attendance record shall be reviewed by the building attendance committee. The attendance committee shall determine provisions for making up time for each of the absences that exceed 8 in a semester. Failure to complete the provisions enacted by the attendance committee will result in the denial of credit earned in any class where the absences have not been made up.

In the event special circumstances exist (examples include but are not limited to chronic illness as documented by a medical professional, hospitalization, surgical, injury or accident recuperation), the attendance committee may waive attendance make up provisions for up to 15 days in one semester but not more than 20 days in a school year. If a student reaches 15 days of absence in a semester or more than 20 days in a year and is unwilling or unable to complete the makeup provisions enacted by the attendance committee, that student’s credit will be withheld in each class that has reached this level of absences. Any student who is denied credit may appeal the decision to the board of education by requesting an appeal at the next regular or special meeting of the board.

- 6) Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have “excessive absences”. Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the student will be considered truant and Policy 5008 will be applied.
- 7) Students who accumulate ten (10) absences per semester or twenty (20) absences per school year shall be deemed to be habitually truant and Policy 5008 will be applied, and the principal shall file a report with the county attorney of the county in which the student resides.
- 8) A student must be in attendance the full day of the scheduled extracurricular event in which the student is a participant, unless the school is notified of extenuating circumstances and the student is excused by the school administration. Illness is not an extenuating circumstance.
- 9) Students and parents are expected to make medical, dental and other personal appointments outside the school day whenever possible.
- 10) Appeals to the attendance policy may be made in writing or by appearance to the Board of Education.

## Article 3 – Attendance

### Section 3 Leaving School Early

Students are required to remain on campus from the time they arrive in the morning until they are dismissed in the afternoon. Students leaving school for any reason must have parental/guardian permission. Parental permission can be written or verbal notification from the parent to the office prior to the student's departure. If a student leaves the school for any reason, including illness, they must sign out in the office. Students who do not sign out are subject to disciplinary action. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

### Section 4 Absence Procedures

A student's absence from school, for any reason, should be communicated to the school as soon as possible. Someone will be on duty from approximately 7:45 a.m. to 3:45 p.m. each school day to receive telephone calls regarding absences, or a message can be left on the answering machine outside of office hours. The high school number is 624-3435 and the elementary number is 624-6465. Attendance information may also be emailed to [jmiller@meadpublicschools.org](mailto:jmiller@meadpublicschools.org) or [aschaal@meadpublicschools.org](mailto:aschaal@meadpublicschools.org).

The same procedure applies if it is necessary to leave the school during the day. Valid notification by parent or guardian must be provided to the office prior to being released from school. Students who leave school and then ask parents to call later may be recorded as unexcused.

Absences must be excused or verified within two days of the occurrence. Absences which have not been excused or verified within two days will be considered trancies or unexcused absences. It is the students' responsibility to have absences verified by the home. **All absences, except those for school activities, count toward the absence limits.**

Students who are truant from school may be required to be accompanied by a parent to regain entrance to the school setting. Students who are truant from school two or more times may be excluded from school for excessive truancy.

Medical Appointments. Medical appointments are considered excused absences. However, students are expected to attend school until a reasonable time when appropriate and/or return in a timely manner. Failure to do so may cause portions of the absence to be considered unexcused.

Oversleeping. Oversleeping is not considered an excused absence. Students counted absent for oversleeping will make up the amount of class time missed. Thus, it is important to report to school as soon as possible in the case of oversleeping.

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings. Students who arrive late are required to check in at the office to receive an admittance pass. A student who is tardy to school will receive the following sanctions:

- 1<sup>st</sup> tardy – Warning
- 2<sup>nd</sup> tardy – Warning

## Article 3 – Attendance

3<sup>rd</sup> tardy – Warning and notice to parent

4<sup>th</sup> tardy – Warning and notice to parent

5<sup>th</sup> – 10<sup>th</sup> tardy – Assignment to recess study hall

More than 10 tardies in a semester may result in assignment to Saturday School or other consequences.

Tardy to Class. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom are at the discretion of the classroom teacher.

### **Section 5 Attendance Committee**

If a student reaches an excessive number of absences, a meeting of the Attendance Committee shall be held. The Attendance Committee will consist of teachers and Principal. The purpose of the Attendance Committee is to examine extenuating circumstances surrounding absences. The Committee may ask the student to make up absences by attending lunchtime study halls, Saturday Adjustment Class, staying after school, or remaining in school instead of attending some extra-curricular events. The Committee will then make a recommendation to the Board of Education concerning retention in a grade, or referral to the Saunders County Attendance Program. The Board of Education has final authority to grant or deny credits.

### **Section 6 Make-up Work**

The student has the responsibility to contact teachers regarding make-up assignments. As a general guideline for each excused absence, two school days will be allowed to make up the daily work for each day missed. If requested in a timely manner, assignment sheets will be prepared for students who are ill.

#### Make-up Work Guidelines

The make-up work of students will be counted for course credit when satisfactorily completed according to the guidelines stated below, or such other guidelines as approved by the Superintendent or the Superintendent's designee.

##### A) Excused Absences

1) To receive credit for work missed due to excused absences, the student should make every reasonable effort to have make-up work completed before he/she leaves, turn it in on time, or make arrangements with the teachers involved.

2) To receive credit for unexpected or unusual absences, such as illness or funerals, valid notification must be on file in the Principal's office. Students will get assignments from teachers, and the teachers involved will determine the due date to get make-up work completed and turned in.

##### B) Unexcused Absences

1) To receive credit for unexcused absences, (e.g. truancy, class skipping, any absence not deemed to be excused), the student may be assigned appropriate make-up work at a teacher assigned time. (For example, before or after school, during noon, or other times that the teacher is available to assist students.) The student may be denied credit.

##### C) In-School Suspension

1) To receive credit for absences due to in-school suspension, the student will complete the assignments assigned by the teacher(s). The student will not be considered absent for the day. The student will receive full credit for work completed on time.

##### D) Out-Of-School Suspension

1) Students who are under out-of-school suspension will be provided the opportunity to complete



### Article 3 – Attendance

daily classroom work as well as examinations.

2) Students who have been suspended will have all daily classroom work completed upon return to school after completing the assigned suspension period. Students will be given the day they return to school after a short-term suspension to complete all examination work.

3) Students will make arrangements with teachers to complete examination work after a long-term suspension.

4) Students will receive full credit for work they have completed during the suspension, as long as it is completed within the outlined time above.

5) It will be the student's responsibility to get all daily classroom work assignments as well as to make examination arrangements during the time of suspension. These arrangements are to be made prior to the start of or at the conclusion of the regular school day, and will not be made during the regular school day.

E) Students Expelled From School

Students expelled from school will receive no credit for the time they are removed from the school.

#### **Section 7 Attendance is Required to Participate in Activities**

Students must attend school the day of any scheduled, extracurricular school activity in order to participate in or attend the activity. Failure to attend and leaving early due to illness will result in a student being withheld from extracurricular activities. The Principal retains the right to grant participation should exceptional circumstances prevail.

#### **Section 8 Begindergarten**

We do have an option for parents if you have a child who is eligible to attend Kindergarten, but do not feel they are socially and/or emotionally ready for all day Kindergarten. Begindergarten is a half day program where each morning these students attend school in the regular Kindergarten classroom. There is not a separate curriculum for Begindergarten students. They receive part of the academic curriculum and attend some specials, based on the Kindergarten morning schedule. Students will be picked up either before or after lunch, however the pickup time chosen needs to be consistent throughout the year. Participation in any events outside of the regularly scheduled school day (i.e. concerts) will be based on whether the student participated in the preparation for those events during their normal attendance day. If a student attends Begindergarten, they are automatically in full day Kindergarten the next year. If you choose Begindergarten and after the first two weeks of school decide this is not the right option for your child, you may choose to send them to full day Kindergarten that year. If after the first two weeks of school, you continue with Begindergarten, you are expected to remain in this Begindergarten program for the entire year.

## Article 4 – Scholastic Achievement

### Section 1 Grading System

Students will receive various grades on report cards and letter grades on transcripts depending on their grade level. The following scales will be used:

<b>A</b>	93-100				<b>1 = Beginning</b>
<b>B+</b>	90-92	<b>B</b>	85-89		<b>2 = Progressing</b>
<b>C+</b>	82-84	<b>C</b>	76-81		<b>3 = Proficient</b>
<b>D+</b>	74-75	<b>D</b>	70-73		<b>4 = Advanced</b>
<b>F</b>	0-69				<b>Blank = Not Introduced</b>

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

### Section 2 Promotion and Retention

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program. Failure to meet the attendance requirements can also result in retention in a grade.

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in grades fifth through twelfth grade may be retained due to excessive absenteeism. At such meeting, the Superintendent or designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the student's parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

### Section 3 Report Cards

Report cards are issued at the end of each quarter to communicate the progress of students. Percentage or letter grades are used to designate a student's progress. If there are any questions about a report card, please contact the teacher.

### Section 4 Parent Teacher Conferences

Parent teacher conferences are scheduled in the Fall and Spring. This is an effective tool for communicating with teacher. Parents can also schedule additional conferences with teachers if desired.

### Section 5 Academic Integrity

1. **Policy Statement:** Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide

## Article 4 – Scholastic Achievement

a level playing field for all students, and to develop appropriate values. Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

2. **Definitions:** The following definitions provide a guide to the standards of academic integrity:

(a) **“Cheating”** means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(1) **Tests** (includes tests, quizzes and other examinations or academic performances):

(i) **Advance Information:** Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) **Use of Unauthorized Materials:** Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) **Use of Other Student Answers:** Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.

(iv) **Use of Other Student to Take Test.** Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(v) **Misrepresenting Need to Delay Test.** Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.

(2) **Papers** (includes papers, essays, lab projects, and other similar academic work):

(i) **Use of Another’s Paper:** Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) **Re-use of One’s Own Papers:** Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) **Assistance from Others:** Having another person assist with the paper to such an extent that the work does not truly reflect the student’s work. For example, a student engages in cheating if the student has a draft essay reviewed by the student’s parent or sibling, and the essay is substantially re-written by the student’s parent or sibling. Assistance from home is encouraged, but the work must remain the student’s.

#### Article 4 – Scholastic Achievement

- (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
  - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (3) **Alteration of Assigned Grades.** Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (b) **"Plagiarism"** means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (1) **Failure to Credit Sources:** Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
  - (2) **Falsely Presenting Work as One's Own:** Presenting work prepared by another individual or computer software/program (Artificial Intelligence) in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
  - (3) **"Contributing"** to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
3. **Sanctions:** The following sanctions may occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (a) Academic Sanction. The instructor may refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and may require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
  - (b) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
  - (c) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

## Article 5 – Support Services

### **Section 1 Special Education Services**

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability. A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments needs special education and related services. Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

### **Section 2 School Counselor**

Mead Public Schools employs counselor(s) for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If students wish to see a counselor, they should contact the counselor's office and make arrangements for an appointment. The School Counselor will make contact with all students during the school year.

Each year, the counseling department will give various batteries of tests to measure interest, achievement, aptitude and academic potential. The guidance department will also help students analyze their own potential and assist them with pre and post interpretation of tests that are administered. Test results will become a part of the student's cumulative record, and will be available to the student and parent for consultation purposes. Dates of these tests will be published through student and staff bulletins.

### **Section 3 Homework Academy Grades 4-6**

The intent of Homework Academy is to assist students with the timely completion of homework.

- Students who fail to hand in an assignment or hand in an incomplete assignment will be assigned to Homework Academy.
- Students will be allowed 2 late assignments per quarter before being assigned to Homework Academy.
- Students who fail to make up quizzes or tests may be assigned to Homework Academy at the teacher's discretion.
- Teachers will inform students with missing assignments that they will attend Homework Academy the following day.
- Homework Academy will be assigned from 3:15 to 3:45 the day AFTER the homework should have been turned in. It will be held in the room of the teacher assigned supervision for that week.
- Students will be responsible for notifying parents if they need transportation or will arrive home late the next day. A phone call will be made by the student at the end of the day the homework was due to inform parents of the missing assignment and any transportation need for the following day.
- Bus students are NOT exempt from this policy.

## Article 5 – Support Services

- Students may be excused from Homework Academy if the missing assignment is turned in to the appropriate teacher by noon of the assigned Homework Academy date and appears to be satisfactorily completed.
- Assignments that need made up for Homework Academy shall not interfere with current classroom work.
- The student will make a phone call by noon of the Homework Academy assignment date to confirm attendance or release from that day's Academy.
- If the missing assignment is appropriately completed during Homework Academy and handed in, the student will be dismissed from Homework Academy early.
- Failure to attend Homework Academy will result in assignment to the next day's Academy if the assignment has not been turned in. A 30-minute, after-school detention will also be served.
- Additional failures to attend Homework Academy will move the student along the discipline schedule found in the Student Handbook.
- At the discretion of the classroom teacher, the final grade for late assignments will be reduced by 10% per day.

### **Section 4      Withdrawal from School**

When a student withdraws from school, a parent or guardian must contact the office regarding the withdrawal. All textbooks and other materials belonging to the school must be checked in prior to withdrawal. Records will be sent to a new school upon proper request.

### **Section 5      Change of Residence**

Changes of address or contact information should be reported to the office as soon as possible. Students who move to another city or transfer to another school, must obtain a withdrawal form from the office. This form must be signed by the student's teachers, counselor, the librarian, and the office. All textbooks and other materials belonging to the school must be checked in before you will be given a transfer slip for admission to the new school. Records will be sent to the new school upon request of that school.

### **Section 6      Health Services and Guidelines**

#### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice or nits, or on determination by the school that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Students should be fever-free without the aid of fever-reducing medicines before attending to school.

#### Guidelines for Administering Medication

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

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted.

## Article 5 – Support Services

### Physical and Visual Examination

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

### Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Unimmunized students may be excluded from school in the event of a disease outbreak.

### Communicable Diseases

We ask your cooperation in the prevention and control of communicable diseases. Obviously a student with a communicable disease at the stage where it may be contagious to others should not be in school. The following signs and symptoms should be looked on with suspicion before sending him/her to school: fever (flushed face), sore throat, red watery eyes, nasal discharge, cough, sneezing, headache, earache, nausea and vomiting, rash, pain anywhere in the body. We ask that you keep student home if these symptoms are observed. If it should be a contagious disease, he/she will have protected his/her classmates by not coming to school, and will have been protected by not taking the chance of being exposed to something else in his/her condition of lowered resistance. We are interested in the welfare of the student who has the disease and we are also interested in preventing the spread of disease. The Nebraska Department of Health recommends the following:

### **DISEASE EXCLUSION FROM SCHOOL**

Chicken Pox	May return to school after all lesions are crusted.
Diphtheria & Pertussis	Must have documented physician approval to return to school.
Fifth Disease	May return to school after fever and malaise are gone. May return with rash.
Hand, Foot & Mouth	May return to school after acute phase and fever-free for 24 hours without medication.
Influenza	Excluded for duration of illness and until fever-free for 24 hours without medication.
German Measles (Rubella)	Exclude for duration of illness and for a minimum of 4 days after onset of rash.
Measles (Rubeola)	Exclude for duration of illness and for a minimum of 4 days after onset of rash.
Mumps	Exclude for 5 days from onset of swelling in the neck.
Pinkeye	May return when eye is normal in appearance or with physician approval.
Pinworm	May return after documented treatment by physician.
Strep Infection	May return when fever-free and under treatment for 24 hours.

Article 5 – Support Services

**SKIN AND SCALP CONDITIONS**

Head Lice	Excluded upon recognition of active infestation. May return after treatment and removal of nits.
Impetigo	May return after treatment and acute symptoms resolved.
Ringworm	If affected areas cannot be covered with clothing/dressing, exclude until treatment started.
Scabies	May return the day after treatment is started.

Birth Certificate Requirements

State law requires that a certified copy of a student’s birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate. Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics. If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

**Section 7      Transportation Services**

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be transported on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses. Students, other than those regularly assigned to a specific bus, will not be allowed to ride the bus after school unless permission is obtained from the administration. Permission may be obtained if prior written or verbal notification is provided to the office by the parents of the involved students. The buses will not leave their normal route to pick up or drop off students.

**Behavior on School Buses and School Vehicles**

- I. **General Conduct Rules Apply:** While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.
- II. **Special Conduct Rules for Riding School Buses.**
  - A. Rules for Getting On and Off the Bus
    1. Be on time to be picked up. As a general rule, get to the bus stop before the scheduled pick up time. Students who miss the bus should notify parents.
    2. While waiting for the bus, stay at least 5 feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
    3. Exit the bus only at the approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
    4. If it is necessary to cross the street after exiting the bus, cross in front of the bus where the driver can see. Wait for the driver to signal, before crossing the street.
  - B. Rules on the Bus



## Article 5 – Support Services

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any para-educator or adult on the bus.
2. Sit in the seat facing forward and remain seated at all times. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language. There is to be complete silence at railroad crossings.
4. Keep all parts of your body inside the bus.
5. Keep arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
9. Do not damage the school bus.

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

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

### Section 8 Complaint Procedures

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

1. Complaint procedure

- Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
- Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.
- Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.
- Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

### Section 9 Student Fees

The Board of Education of the Mead Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the

## Article 5 – Support Services

staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations, which may be adopted from time to time. The Policy includes Appendix "1" which provides further specifics of student fees and materials required of students. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

## Article 6 – Drugs, Alcohol, Tobacco

### **Section 1 Drug-Free Schools**

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol and tobacco is wrong and harmful. The appropriate sections of District Policy 5131.7: Provision for a Drug Free Workplace/School follow this statement.

#### **5131.7 PROVISION FOR DRUG FREE WORKPLACE/SCHOOL**

##### **Philosophy**

Mead Public Schools is committed to providing an environment that is safe and provides appropriate motivation and support to ensure a creative and productive student body and work force. To this end, the District unequivocally endorses the philosophy that the school and workplace should be free from the detrimental effects of drugs and alcohol.

##### **Standards of Conduct**

It is unlawful and, therefore, absolutely prohibited for any student or employee of the District to:

1. Possess any controlled substance, or possess that which is prohibited by law,
2. Possess any prescription drug in an unlawful fashion,
3. Possess alcohol on school premises or as a part of any of the school related activities,
4. Use any illicit drug,
5. Distribute any illicit drug,
6. Use any drug in an unlawful fashion,
7. Distribute a drug or controlled substance when such distribution is unlawful,
8. Possess, use or distribute alcohol,
9. Possess, distribute or use illegal tobacco products.

##### **Definitions**

As used in this policy, prohibition against the unlawful possession, use, or distribution of drugs, alcohol and tobacco on school premises or as a part of any of the school related activities shall mean, but not be limited to the following:

1. The possession, use or distribution of any substance which is declared by the State of Nebraska or any other applicable law to be an illicit or illegal substance.
2. The possession, use, or distribution of alcohol on school premises or as a part of any of the school related activities.
3. The possession, use, or distribution of tobacco products, including vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

As used herein, the term "school premises" shall mean any location whether owned, leased, or in other manner under the control of the Board of Education of the District, or any location where school related activities occur. As used herein, the phrase "as a part of any of the school related activities" shall mean any activity or enterprise carried out in whole or in part under the auspices of the district, or which a reasonable person would consider school related.

## Article 6 – Drugs, Alcohol, Tobacco

### Procedures

1. All students, their parents, all school employees and each new employee will receive a copy of this policy.
2.
  - a. 2a. refers to employees and is therefore included in the employee handbook.
  - b. Each student and their parents will acknowledge receipt of this policy and will sign such form acknowledging receipt and acknowledging the District's policy of absolutely prohibiting conduct as set forth in this policy, and further acknowledging that disciplinary sanctions can and will be consistently enforced up to and including expulsion from school and referral for prosecution for any failure to comply with the stated standards of conduct and further acknowledging that such compliance is mandatory, and further acknowledging that this policy is adopted pursuant to P.L. 101-226,34 C.F.R., Part 86, other applicable statutes, and will further acknowledge that failure to comply with such federal requirements may put the district's receipt of federal funds in jeopardy. This policy will be included in the student handbook and acknowledgment of receipt of this policy by students and parents will be given when signing the student handbook acknowledgment form.
3. In the event a student or employee does not understand the terms and conditions of this policy, it shall be the duty of the student, parent, or employee to ask for such points of clarification of the Superintendent of Schools or designee at the time this policy is distributed to the student, parent, or employee. If no question is directed by a student, parent, or employee to the Superintendent of Schools or designee, it shall be the legal position of the District to presume that the student, parent, or employee has understood and will abide by this policy.
4. It shall be the policy of the District to require the Superintendent of Schools to keep a statistical report of all violations of the District's policies and programs prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school district's property or as a part of any of the District's activities.
5. It shall be the policy of the District to biennially review its entire Drug Free Schools program to determine the effectiveness of the program and to implement such changes to the program as are deemed needed. The Superintendent shall undertake such study as is deemed appropriate to determine whether the program of the District as herein referred to is accomplishing its intended goals. If the Superintendent determines that changes are necessary or desirable in the program, the Superintendent shall present to the Board of Education, in odd numbered years, such changes as are proposed by the drug free schools committee in the program of the District.
6. It shall be the policy of the District to provide age appropriate developmentally based drug, tobacco, and alcohol education and prevention program for all students of the school. It shall also be the policy of the District to require instruction at each grade level concerning the adverse effects resulting from the use of illicit drugs, alcohol and tobacco. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. Such instruction should be described in any curriculum guides of the District and should have as one of its primary objectives preventing the use of illicit drugs, alcohol and tobacco by such students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the district. It shall further be the policy of the district through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol and tobacco, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

## Article 6 – Drugs, Alcohol, Tobacco

### Student Sanctions

- 1A. Disciplinary Actions for Possession of Tobacco Products, including vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect:
  - a. First Offense: The student will be assigned a Saturday Adjustment Class.
  - b. Second Offense: The student will be placed on a three-day in-school suspension.
  - c. Third Offense: The student will be placed on a five-day in-school suspension.
  - d. Fourth Offense: The student will be placed on a three-day out-of-school suspension.Subsequent offenses may result in a recommendation for expulsion.
  
- 1B. Disciplinary Actions for Use of Tobacco Products, including vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect:
  - a. First Offense: The student will be placed on a three-day in-school suspension.
  - b. Second Offense: The student will be placed on five-day in-school suspension.
  - c. Third Offense: The student will be placed on five-day out-of-school suspension, but shall be given the option of having the suspension reduced to a three-day out-of-school suspension providing he/she agrees to undergo an evaluation for substance abuse and follows those recommendations made by a certified substance abuse evaluator. Any evaluation is at the expense of the student and/or parent/guardian. If the student fails to undergo the evaluation in a timely manner, he/she will serve the entirety of the five-day out of school suspension.Subsequent offenses may result in a recommendation for expulsion.
  
2. Disciplinary Action for Possession/Use/Under the Influence of Alcohol and/or Controlled Substance:
  - a. First Offense:
    - (1) The student shall be placed on a 19-day out-of-school suspension, but shall be given the option of having the long-term suspension reduced to a 5-day out-of-school suspension providing the student undergoes an evaluation for substance abuse and follows those recommendations made by a certified substance abuse evaluator. Any evaluation is at the expense of the student and/or parent/guardian. The school will provide a list of agencies providing evaluation services when requested.
    - (2) If a student fails to follow treatment recommendations, the remainder of the 19-day out-of school suspension shall be enforced.
    - (3) Prior to re-admission to school, the student, along with the parents, must meet with the Principal or his or her designee and counselor.
    - (4) The involved student shall be ineligible to participate in any co-curricular activities during the suspension.
  - b. Second Offense: The student will be placed on a 5-day out-of school suspension pending a recommendation for expulsion for the remainder of the current semester.
  
3. Disciplinary Actions for Students Selling, Giving, or Exchanging Alcohol and/or Controlled Substance:
  - a. First Offense: The student will be placed on a 5-day out-of school suspension pending a recommendation for expulsion for the remainder of the current semester.
  - b. Second Offense: The student will be placed on a 5-day out-of school suspension pending a recommendation for expulsion for the remainder of the current semester.

### Information Referral

In the event of any non-compliance by any student with this policy it shall be the duty of the Superintendent of Schools or designee to inform any student not in compliance about any drug and

## Article 6 – Drugs, Alcohol, Tobacco

alcohol counseling and rehabilitation and re-entry programs that are available to the students within fifty (50) miles of the administrative offices of the District. If no such programs are available within 50 miles, then such other programs as may exist in the State of Nebraska shall be made known to such student. The Superintendent or designee shall maintain a list of such available services and shall from time to time update such list.

### **Student Acknowledgement**

It shall be the policy of Mead Public Schools 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, tobacco and alcohol on school premises or as a part of any of the school related 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(s) or guardian at the commencement of each school year. This copy will be included in the student handbook and signature of the student handbook acknowledgment by the parent and student will signify receiving and understanding the policy. It shall further be the policy 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.

### **Section 2 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco.**

In addition to the Standards of Conduct outlined in Policy 5131.7, the following conduct is prohibited on school premises, in school vehicles, or as part of any of the school's activities on or off school premises:

1. Being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant, including by not limited to prescription drugs.
2. Possession, use, distribution or being under the influence of alcohol.
3. Use, distribution, or being under the influence of any chemical substance including but not limited to abusable glue, aerosol paint, lighter fluid, whiteout, and reproduction fluid, when such activity constitutes misuse of the substance or a substantial interference with school purposes.
4. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.

### Disciplinary Sanctions

Violation of any of the above prohibited acts, and those found in Policy 5131.7, will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

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

## Article 7 – Student Conduct Rules

**Development of Uniform Discipline System.** It shall be the responsibility of the Superintendent, or his designee, to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and 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 upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion. When a student is suspended or expelled, the student shall not be permitted on school grounds without specific administrator approval.

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 are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

### **Section 1 Purpose of Student Conduct Rules**

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

### **Section 2 Forms of School Discipline**

#### **A. Short-Term Suspension:**

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

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
2. Other violations of rules and standards of behavior adopted by the Mead Public School's Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.
3. The following process will apply to short-term suspension:
  - (a) The Principal or Principal's designee shall make a reasonable investigation of the facts and circumstances. Such short-term suspension shall be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
  - (b) Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.

## Article 7 – Student Conduct Rules

- (c) Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator shall 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.
- (d) An opportunity shall be given to the student, and the student's parent or guardian, to have a conference with the Principal or designee 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 shall attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

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

C. 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. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
2. **Suspensions Pending Hearing.** When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with the educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.
3. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the



## Article 7 – Student Conduct Rules

school year in accordance with law.

4. **Alternative Education.** Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
5. **Suspension of Enforcement of an Expulsion.** Enforcement of an expulsion action may be suspended (i.e. “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
6. **Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than 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, Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or 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 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.
7. **Returning from Expulsion.** At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.
8. **Exception for Pre-Kindergarten through Second Grade Students.** Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal’s designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy’s disciplinary procedures.
9. **Religious Freedom.** The District will not substantially burden a student’s right to religious exercise unless the student’s religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

## Article 7 – Student Conduct Rules

- D. In-School Suspension. Students assigned to ISS must complete their time appropriately before they are able to return to the classroom. Students assigned to ISS are eligible for after school activities including practices, games, concerts, etc., but are not allowed to participate in events during the school day, unless the principal determines the event is of particular value to the situation. The following expectations have been established for ISS:
1. Academic work assigned and due during ISS must be completed, or the ISS may be extended until such work is satisfactorily completed.
  2. Students will report to ISS upon the first bell and remain in ISS until the final bell unless other times have been arranged by the principal.
  3. No contact with other students is permitted during ISS.
  4. Electronic devices such as but not limited to cell phones, Ipods/pads, or laptops, are not permitted. Such devices must be checked in to the office until the end of the day.
  5. Students must remain awake and upright.
  6. Food and water will be permitted only as it would for students in the regular classroom.
  7. Restroom breaks will be on an as needed basis, but must not be misused.
  8. Students will have access to the lunch program, but may have a tray brought to them or be escorted to the cafeteria.
  9. Damaging, defacing, or vandalizing school property is not permitted.
  10. Failure to follow these expectations will result in the extension of ISS or a reassignment to out-of-school suspension.

E. Emergency Exclusion

Emergency Exclusion: A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

- F. Other Forms of Student Discipline. Administrative and teaching personnel may take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling

## Article 7 – Student Conduct Rules

or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

### **Section 3 Student Conduct Expectations**

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

#### **A. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment**

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products,

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tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used

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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. The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

For personal safety or security devices, the student abides by the requirements set forth above.

### **B. Additional Student Conduct Expectations and Grounds for Discipline**

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

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

### Dress Code

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

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- d. Head wear including hats, caps, bandannas, and scarves.
- e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- f. Clothing or jewelry that is gang related.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration.

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.

### Electronic Devices

- 1. Philosophy and Purpose.** The District strongly discourages students from misusing electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices. Students contacting or being contacted by parents via cell phone at times other than those permitted are still subject to consequences.
- 2. Definitions.** “Electronic devices,” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another. Additional cell phones guidelines are included.
- 3. Possession and Use of Electronic Devices.**
  - (a) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. The District may require

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students to check in cell phones or other electronic devices upon entering a classroom or at the beginning of an instructional period. Refusal or failure to do so will result in consequences including but not limited to confiscation of the cell phone or electronic device and suspension from device privileges, both for a duration to be determined by the principal. Cell phone and device usage, including but not limited to voice usage, digital imaging, or text messaging, is strictly prohibited during any class period unless permitted by the teacher for educational purposes.

- (b) Students are permitted to possess and use electronic devices before school hours and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a)). Students may use cell phones appropriately during times designated by the administration. Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (c) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (d) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

### 4. Violations

- (a) Students shall not use electronic devices at any time or place for: (1) activities which disrupt the educational environment; (2) illegal activities in violation of state or federal laws or regulations; (3) unethical activities, such as cheating on assignments or tests; (4) immoral or pornographic activities; (5) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (6) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (7) "sexting;" or (8) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
- (b) Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way. Phones and devices checked in during an instructional period must be turned off or in silent mode. Failure to turn devices to the appropriate setting will result in consequences similar to those for inappropriate use.
- (c) **First Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student

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and school principal or principal's designee. The electronic device shall remain in the possession of the school administration for the remainder of the school day, when the student may personally come to the school's main office to retrieve the device. Use of a cell phone at an inappropriate time or for an inappropriate purpose will result in consequences including but not limited to a 30 minute detention. The student may also be required to surrender the phone the following day. Failure or refusal to submit a cell phone or device at the beginning of an instructional period will result in forfeiture of device privileges for the remainder of the day and two additional days. The device(s) will be submitted to the office.

- (d) **Second Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or principal's designee. The electronic device shall remain in the possession of the school administration for the remainder of the school day, when the student may personally come to the school's main office to retrieve the device. Use of a cell phone at an inappropriate time or for an inappropriate purpose will result in consequences including but not limited to a 60 minute detention. The student may also be required to surrender the phone the following two days. A second failure or refusal to submit a cell phone or device at the beginning of an instructional period will result in forfeiture of device privileges for the remainder of the day and three additional days. The device(s) will be submitted to the office.
- (e) **Third Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or principal's designee, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device. Use of a cell phone at an inappropriate time or for an inappropriate purpose will result in a 60 minute detention. The student may also be required to surrender the phone the following three days, and the student's parent/guardian personally comes to the school's main office and retrieves the electronic device. A third failure or refusal to submit a cell phone or device at the beginning of an instructional period will result in forfeiture of device privileges for the remainder of the day and five additional days. The device(s) will be submitted to the office, and the student's parent/guardian may be required to retrieve the device.
- (f) **Subsequent Violations:** Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.

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



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### Cell Phone Guidelines

Elementary students are not permitted to use cell phones or similar devices during the school day unless permission is granted by school personnel. It is recommended that those students who do bring cell phones to school keep them turned off and in their book bags during the school day.

1. Ringers must remain on silent
2. A first, active-use violation will result in a 30 minute detention and confiscation of the phone until the end of the day; student may have the option of surrendering their cell phone and privileges the following day
3. A second, active-use violation will result in a 60 minute detention and confiscation of the phone until the end of the day; student may have the option of surrendering their cell phone and privileges the following two days
4. A third active-use violation will result in a 60 minute detention and confiscation of the phone requiring parental/guardian retrieval; student may have the option of surrendering their cell phone and privileges the following three days.

Passive violations, such as forgetting to turn off a ringer, will result in a warning and confiscation of the phone until the end of the day for the first two violations. A third passive violation will result in a 30 minute detention and confiscation of the phone until the end of the day. Subsequent passive violations will follow the steps of active violations consequences.

### Harassment and Bullying Policy

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

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

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

### Student Internet Use

#### A. Internet Safety Policy

It is the policy of Mead Public School to comply with the Children’s Internet Protection Act (CIPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission

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of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
  2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
  3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
  4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
  5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
  6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
- B. Computer Acceptable Use Policy  
This computer acceptable use policy is supplemental to the District’s Internet Safety Policy.
1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology

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resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District’s mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District’s mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one’s own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

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1. Users shall not use another person’s name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  2. Users shall not erase, remake, or make unusable another person’s computer, information, files, programs or disks.
  3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  4. Users shall not engage in “hacking” to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  7. Users shall not engage in any form of vandalism of the technology resources.
  8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  2. to engage in cyberbullying, unlawful harassment, or discrimination, such including by not limited to sending e-mails that contain sexual jokes or images.
  3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

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6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use. Students should be aware violations may result in disciplinary action including but not limited to loss of access to the Internet and/or local area network as well as the student's school assigned device.

First Offense: Detention or other disciplinary action as determined by administration. Extreme offenses can be escalated.

Second Offense: Limited internet access and/or the disciplinary actions for a previous offense as determined by administration.

Third Offense: Limited access to network and/or student device and/or the disciplinary actions for a previous offense as determined by administration.

Fourth Offense: Loss of access to network and device, and/or the disciplinary actions for a previous offense as determined by administration.

Please note, the severity of an offense, even if it is a first offense, will be considered when determining the level of disciplinary action.

### Risks of Social Media:

The purpose of this message is to give students information about the risks of using Facebook and similar

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social networking sites. Information on social networking sites may affect students at school. Pictures or writings that show that a student has violated student conduct rules may result in school discipline. For example, a picture of a student violating school rules may very well lead consequences if the school learns about it. Criminal charges may be filed against students based on information posted on social networking sites.

### **Section 4 Reporting Student Law Violations:**

Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

### Police Questioning of Student

It is the philosophy and belief of the administration at Mead Public Schools that the responsibility for dealing with student discipline violations rests with us. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school. However, when violations of state laws or city ordinances occur, or when students or parents refuse to work within the established policies of the district and school, or where security of persons or property appears to be in jeopardy, we will not hesitate to call the police and initiate arrest and prosecution proceedings. In the event the police desire to talk to a student during school time, the school shall make reasonable efforts to contact the student's parent/guardian before the interview, in order that one of such persons can be present if he/she desires. In certain situations, parents may not be contacted prior to questioning by law enforcement.

### **Section 5 Corrective and Disciplinary Techniques**

The following is representative of the types of corrective disciplinary measures available but is not all inclusive:

1. WARNING - Warnings may be verbal or written
2. LOSS OF PRIVILEGES - The student is restricted from participation in activities.

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3. TASK - The student is required to perform a task, such as: write a report, pick up trash on grounds, etc.
4. COUNSELING - The student confers with the school counselor.
5. STUDENT CONFERENCE - A teacher or an administrator confers with the student.
6. PARENT CONFERENCE - A teacher or administrator solicits parent cooperation and support.
7. DETENTION - Students may be assigned to teacher detention or after school detention.
  - a. Teacher detention - Teachers may assign students A.M. and/or P.M. detention for minor disciplinary infractions. Before assigning students to detention, the student will be informed of the infraction and the time/date of detention.
  - b. Lunch detention – Student may lose lunch and/or recess privileges. The student may also be assigned to lunchtime study hall.
  - c. After School Detention - Student is detained after school and assigned to a detention room. Students are allowed two days to serve detention time. After school detention will run from 3:20 p.m. to 3:50 p.m.

### **Penalties for failure to attend (FTA) detention:**

- 1st FTA – Serve the original detention and 1 additional detention of the same length
  - 2nd FTA – Serve the original detention and 1 additional detention of the same length
  - 3rd FTA – Serve the original detention and 1 additional detention of the same length
  - 4th FTA – Serve the original detention and 1 from the next level of discipline
  - 5th FTA - Serve the original detention and 1 from the next level of discipline
  - 6th FTA – Serve the original detention and 1 from the next level of discipline
  - 7th FTA - Serve the original detention and 1 from the next level of discipline
- Additional FTA's may result in disciplinary action up to out-of-school suspension or recommendation for expulsion.
8. **OUT-OF-SCHOOL SUSPENSION** – Students are not permitted on school grounds or at school activities during Out-Of-School Suspension unless permission is granted by the administration for educational reasons.

### 5 Minute Detention

These detentions are assigned by teachers and served after school. Teachers will use this time to discuss the inappropriate behavior with the student. The teacher and student may also discuss ways to improve the inappropriate behavior.

### Office Detention

Office detentions assigned by teachers and are served in the office. The first 5 of a semester will result in loss of recess. The principal and student may also discuss ways to improve the inappropriate behavior. Recess time will be served in the office unless supervision is unavailable, in which case time will be served on the playground bench.

### After School Detention Period Rules

1. Detention hall will be held in the classroom of the assigned teacher from 3:20 p.m. to 3:50 p.m.
2. If a student shows up late without approval, he/she will be requested to make up the time after 3:50 or report the next two (2) school days for detention.
3. Students will not be allowed to leave the detention hall without the permission of the monitor.
4. Students will be silent the entire 30 minutes.
5. Bus riders shall not be exempt from detention periods. They shall, however, be allowed two days to serve the detention.

## Article 7 – Student Conduct Rules

6. Failure to attend an assigned detention without approval of the Principal may result in further disciplinary action.

### Saturday School

Saturday School may be used for disciplinary or attendance purposes. Student is assigned to a supervised class on Saturday for behavior or attendance purposes. Failure to follow Saturday School rules may lead to suspension, or expulsion. Additional regulations include but are not limited to the following:

1. SAC is held in the classroom of the assigned teacher from 8:00 - 11:00 a.m. No one is allowed in after 8:00 a.m.
2. Students must attend on the day assigned. If for some reason a student is unable to attend, pre-approved arrangements or a phone call prior to the scheduled absence to the designated school official for the Saturday School is required.
3. Students must bring school work/materials and work the entire time.
4. Students are not allowed to go to their lockers.
5. Students removed from Saturday School for any disciplinary infraction will lose credit for attendance and will be subject to further disciplinary action.
6. Transportation is not provided.

Penalties for Failure To Attend (FTA) an assigned Saturday School: Students who fail to attend Saturday School will not be allowed to participate in activities until the assigned Saturday School is made up.

1st FTA - 1-day school suspension - Make up Saturday School

2nd FTA - 2 days school suspension - Make up Saturday School

3rd FTA - 3 days school suspension - Make up Saturday School

Additional FTA's may result in recommendation for expulsion.

### **Section 6 Sportsmanship at Athletic Events**

#### **Spectators should not:**

1. No standing or running onto the floor or field during or after the games.
2. Use laser lights or artificial noisemakers.
3. Question the authority of the game officials or school supervisors.
4. Not heckle, jeer, or distract members or fans of the opposing team.
5. Bring any outside liquids to the games
6. Never criticize the players or coaches for the loss of a game
7. Use vulgar or obscene language or gestures.

School officials reserve the right to remove any students or adults from the premises who conduct themselves in a manner inconsistent with the above expectations. Officials also reserve the right to exempt students and adults from future school activities.



## Article 8 – State and Federal Programs

### **Section 1 Notice of Nondiscrimination**

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

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (833) 256-1665 or (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### **Section 2 Designation of Coordinators**

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

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	K-12 Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent
Behavioral Awareness and Health	Community Service Providers & other resources	Building Counselors

## Article 8 – State and Federal Programs

The Coordinators may be contacted at: Mead Public Schools, 115 N. Elm, Mead, NE 68041; 402 624-6465.

### **Section 3      Anti-discrimination & Harassment Policy**

Elimination of Discrimination. The Mead Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination. For more information regarding the elimination of discrimination, harassment, and anti-retaliation, please consult policies 4003 and 5401/

#### Preventing Harassment and Discrimination of Students.

Purpose: The Mead Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,

## Article 8 – State and Federal Programs

- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

### Anti-retaliation

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

### Grievance (or Complaint) Procedures

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report

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the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators. Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

### **Section 4      Multicultural Policy**

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

### **Section 5      Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

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

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Superintendent).

11. File a local grievance.

### Section 6 Notification of Rights Under FERPA

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

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer.

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:

Office of the Chief Privacy Officer  
U.S. Department of Education

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400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

**NOTICE CONCERNING DIRECTORY INFORMATION**

The District may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous school 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.

**ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION**

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

**Section 7 Notice Concerning Parents Right to Know, Staff Qualifications, and Testing Opt-Out**

At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, whether the students teacher:

1. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
3. is teaching in the field of discipline of the certification of the teacher.

We will also inform parents on request whether the child is provided services by paraprofessionals and, if so, their qualifications.

At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall

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also make widely available through public means (including by posting in a clear and easily accessible manner on the District’s website) information on each State or District assessment, including:

- (A) the subject matter assessed;
- (B) the purpose for which the assessment is designed and used;
- (C) the source of the requirement for the assessment;
- (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
- (E) the time and format for disseminating results.

### **Section 8 Student Privacy Protection Policy**

It is the policy of Mead Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. Parents shall have the right to inspect surveys administered to their students, and parents have the right to opt-out of surveys containing matters deemed to be sensitive.

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

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

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of

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this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

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

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

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).



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Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

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

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

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

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

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

### **Section 9 Parental Involvement Policies, Including Title I**

Mead Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District’s policy (Policy Numbers: 1161, 1161.1, 5161, 5161.1) to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students. The policies noted above include Title I Parental involvement policies. All District policies can be accessed via the District Information / Board of Education section of the school’s website: [www.meadpublicschools.org](http://www.meadpublicschools.org), or printed copies will be made available upon request. Policies are reviewed and updated regularly. Parents are welcome to call the administration regarding policy questions.

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On occasion, the school staff may invite parents to assist with sponsorship of students at school events such as field trips, room parties, etc. Such participation shall be by invitation of the teacher and/or building principal.

### **Section 10      Child Abuse**

Teachers are required by law to report any suspected case of child abuse or neglect to the office. Abuse or neglect can be placing the child in a situation that endangers his/her life or physical or mental health, cruel confinement or punishment, deprivation of food clothing, shelter, care, sexual abuse, or being left unattended.